

Invest
Lithuania

Relocating to Lithuania

Guide for Belarusian
companies, employees and
their families

July 2021



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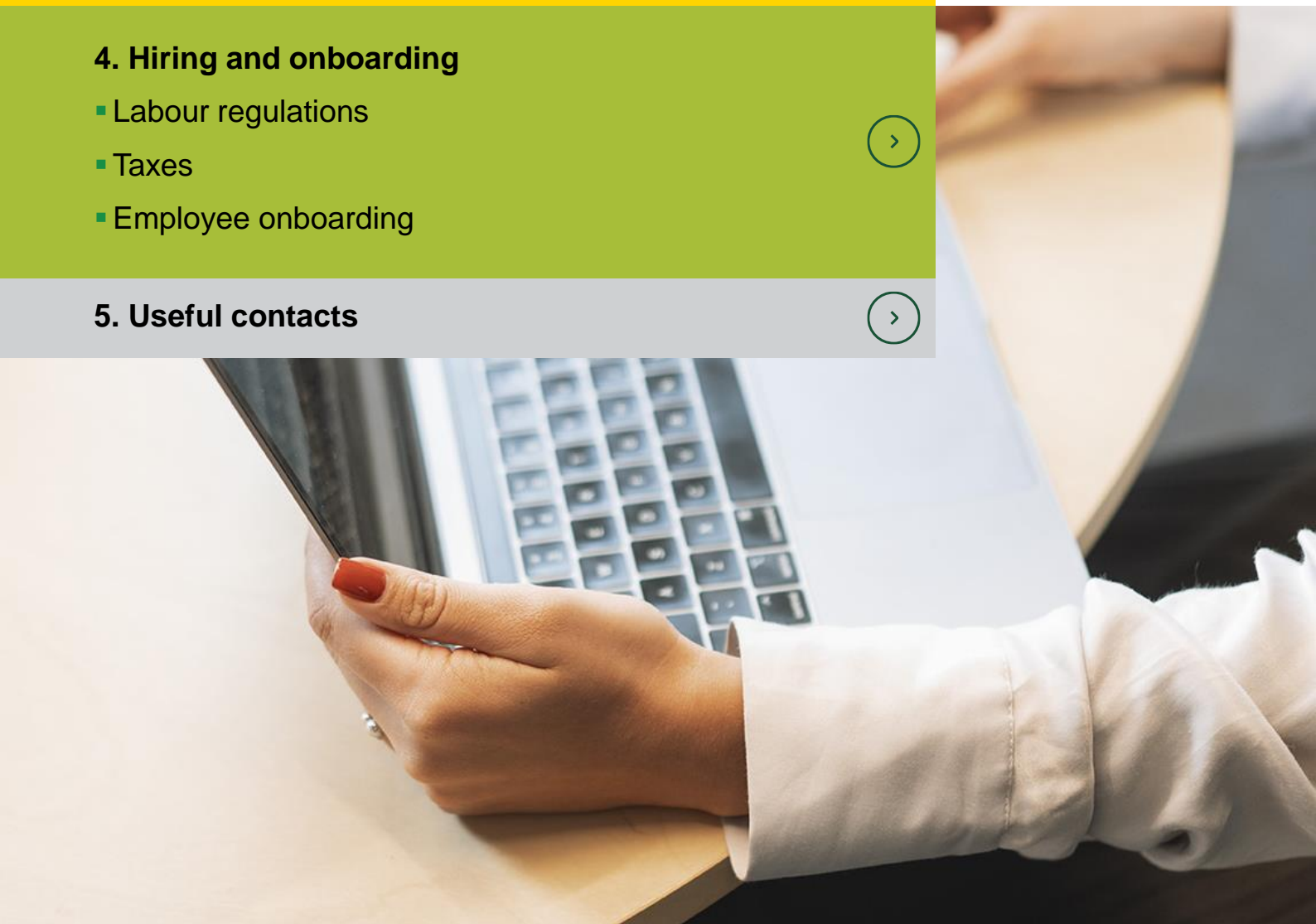


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1. Introduction

Relocating to a new country can be a long and complicated process. But it doesn't have to be. Lithuania has been making it increasingly easier to set up a company (which can be done in several clicks), get a residence permit and integrate into our country's welcoming society.

To make things even smoother, we have compiled this concise relocation guide, which we hope you will find useful.

By following the steps we have listed, you will be able to get everything sorted out in a timely manner. And if you find yourself in a situation not covered on these pages, feel free to get in touch with us for tailored support.

Welcome to Lithuania,
Team Invest Lithuania

Invest Lithuania

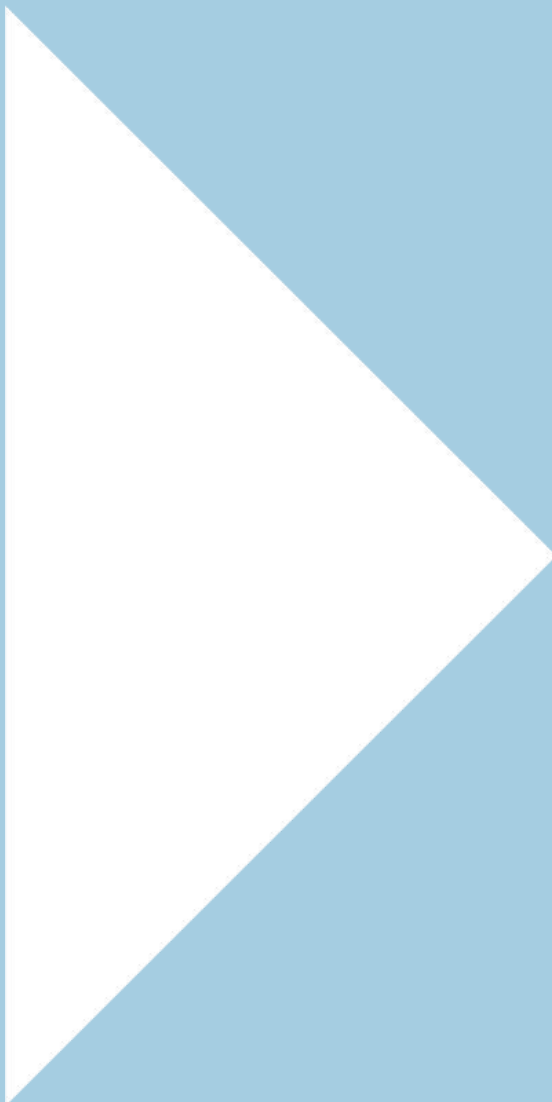
Active partner throughout your investment journey

Invest Lithuania is the official agency for Foreign Direct Investment and Business Development. We'll partner with you to get your business set up and off to the best start possible:



Coming to Lithuania

- National (D) visa
- Customs procedures



2.1. National (D) visa

A **National visa** allows the applicant to enter Lithuania and stay in the country for up to **12 months**. It also allows the person to travel across the European Union.

The multi-entry National (D) visa is granted to foreigners who arrive to **work or study** in Lithuania.

A Belarusian company planning to relocate its employees to Lithuania **must provide Invest Lithuania with a list of employees and their family members, containing the following information:**

- Name and surname
- Nationality
- Date of birth
- Passport number
- Current place of residence

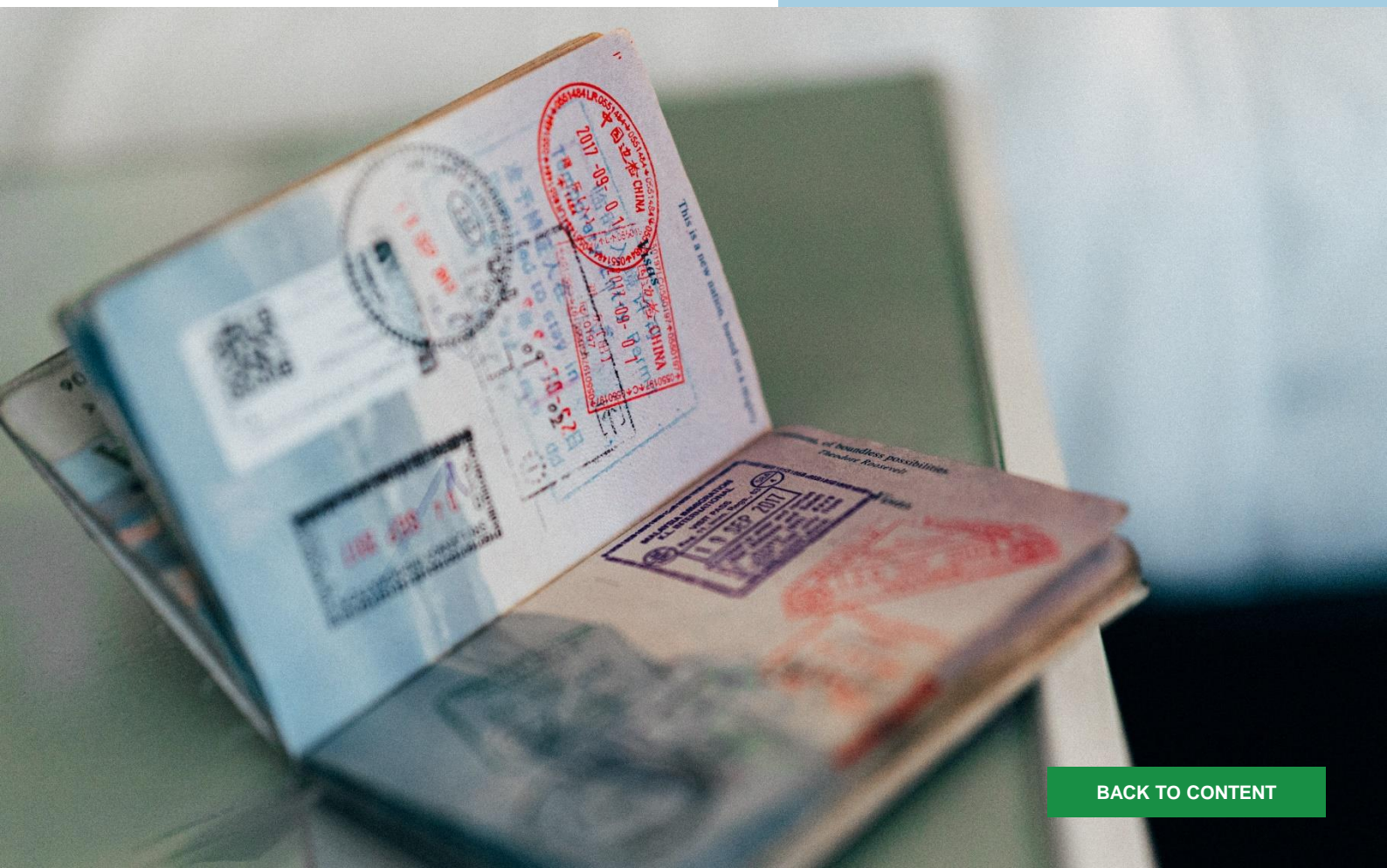
An **Invitation Letter** from Invest Lithuania will be prepared within one working day after we receive the list of employees containing the required information.

Employees and their family members whose details have been provided in the Invitation Letter will need to fill in an [application form](#) for the National (D) visa.

Required documents:

- Completed application form
- Valid passport
- Colour photo corresponding to the present age of the applicant
- Letter of mediation in electronic form submitted by the employer to the [MIGRIS](#) system (the number of the mediation letter must be indicated for the visa service)

The visa issuing process takes up to one week and costs up to €120.



2.2. Customs procedures

Bringing personal belongings to Lithuania is easy and free of charge, as import duties and VAT are not applied on personal property such as clothes, furniture, appliances and other items.

Documents to be presented at the customs office when moving personal belongings across the border:

- [Customs declaration](#)
- Documents proving you have been residing in Belarus or another third country for at least 12 months;
- A multi-entry Lithuanian national (D) visa
- Documents confirming your place of residence in Lithuania (housing purchase or lease agreement, documents declaring your place of residence, etc.)
- A list of personal items that are being transported (items, units, approximate worth). Documents of acquisition may be required for certain larger items of personal property to prove that you have owned them for at least six months
- A mediation letter from the Ministry of Economy and Innovation of Lithuania (please contact Invest Lithuania for assistance)

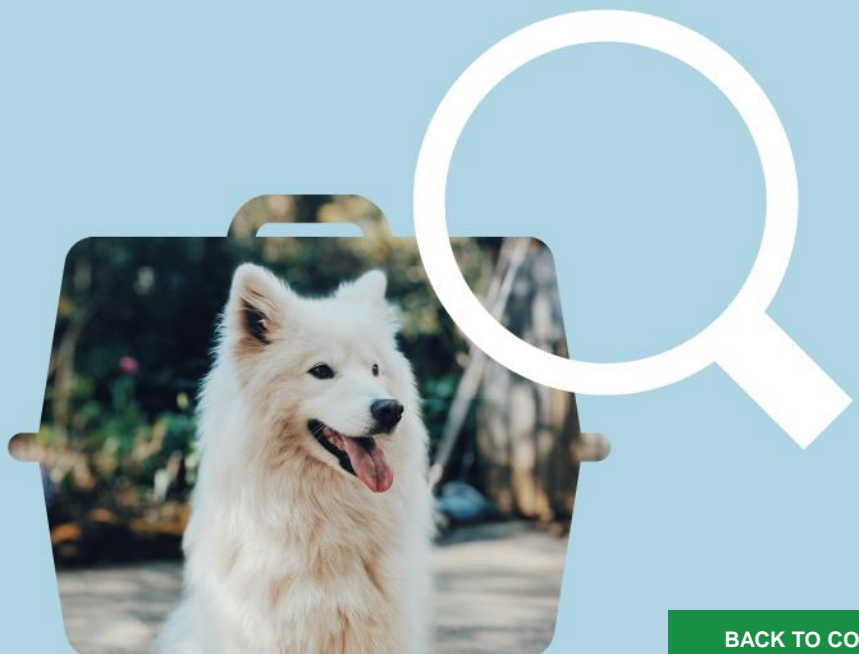
If a private company is moving your personal belongings across the border, they should present the documents mentioned above, including a copy of your passport and visa, as well as a document giving them power of attorney, and an invoice for their services.

‘Personal belongings’ consist of:

- Household items (clothes, furniture, appliances)
- Pets
- Vehicles (bicycles, motorcycles, cars, camping caravans)

If you are transporting pets (animals), please make sure they have a valid veterinary certificate. More information about travelling with pets can be found here:

[TRAVELLING WITH PETS](#)



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Residing in Lithuania

- [EU Blue Card](#)
- [Other residence permits](#)
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3.1. EU Blue Card

The EU BLUE CARD is a residence and work permit that's specifically designed for highly skilled non-EU citizens.

Advantages of an EU Blue Card:

- Employees have the right to start working as soon as an application for an EU Blue Card is submitted.
- An EU Blue Card is valid **for up to three years**, and can be extended for an additional three years.
- Employees will have the **right to bring family members**. Their residence permit is issued for the same period, and all documents can be submitted together at the same time.
- Documents for the EU Blue Card may be submitted **online**.
- Employees will become eligible for permanent residence after five years of residing in Lithuania.

General requirements for obtaining an EU Blue Card

- A work contract with a Lithuanian company.
- **Higher education in the relevant field or at least five years of relevant work experience.**
- Salary – **at least 1.5x the average monthly gross salary in Lithuania** (currently €2 270).
- Employment period (work contract) – **at least one year**.
- Additional requirements depend on specific grounds for obtaining the EU Blue Card (see below).

Four different grounds for obtaining an EU Blue Card:

1. The employee's salary is 1.5x the average monthly gross salary in Lithuania (€2 270) and his/her position is not included in the list of professions in demand in the Lithuanian labour market (a decision of the Employment Service is required)
2. The employee's salary is 1.5x the average monthly gross salary in Lithuania (€2 270) and his/her position is included into the list of professions in demand in the Lithuanian labour market
3. The employee's salary is 3x the average monthly gross salary in Lithuania (currently €4 540)
4. The employee is a Managing Director of a company registered in Lithuania, whose salary is 1.5x the average monthly gross salary in Lithuania (€2 270)

3.1.1. The employee's salary is 1.5x the average monthly gross salary in Lithuania (€2 270) and a decision of the employment service is required

1

A decision from the Employment Service is required when the employee's profession is not included in the list of professions in demand in the Lithuanian labour market (you can find the list on the next page).

Required documents:

From the employee:

- Completed [online application form](#)
- A valid passport
- Visa (unless visa-free regime is applicable)
- Criminal background certificate (required only if a person has criminal convictions)
- University diploma or confirmation regarding high qualification based on relevant work experience

From the employer:

- A mediation letter submitted via the [MIGRIS](#) system (the employer should confirm that the foreigner has a suitable professional qualification that meets the requirements of the job description)
- **Documents required for adoption of a decision by the Employment Service:**
 - A copy of the employee's passport
 - [Application](#)
 - [Completed application form](#)
 - [Information on the company's fines](#)
 - Confirmation of payment for the Employment Service (€28)
 - An undertaking from the employer to employ the employee (please find an example undertaking below)

The Company hereby undertakes to employ [name, surname] in the Company under an employment contract for a period of at least 1 year. The company undertakes to pay fixed social insurance contributions and contributions to the compulsory health insurance fund.
The employee will be paid a gross monthly salary in EUR of [specify]. The average salary of employees performing similar work in the company is EUR [indicate] / There are no other employees in the Company employed in similar work.

The process:

1. The employer registers a vacant job position via [Employment Service](#) system for at least five working days.
2. The employer prepares documents for the decision of the Employment Service.
3. The employer submits a mediation letter online via the [MIGRIS](#) system.
4. The employee applies for the EU Blue Card via the [MIGRIS](#) system, uploads copies of all necessary documents, as well as copies of the documents for the decision of the Employment Service, and [books an appointment](#) at the Migration Department.
5. The employee submits biometric data and original versions of all necessary application documents personally at the Migration Department.
6. Once the Migration Department has adopted a decision to issue the employee with an EU Blue Card, the employee collects the EU Blue Card from the Migration Department.
7. The employee registers his/her place of residence at the relevant Municipality Office within one month of collecting the EU Blue Card

Processing period: One month (fast track) or two months (standard).

State fee: €240 (fast track) or €120 (standard).

3.1.2. The employee's salary is 1.5x the average monthly gross salary in Lithuania (€2 270) and their profession is included in the list of professions in demand in the Lithuanian labour market

2

A decision from the Employment Service is required when the employee's profession is not included in the list of professions in demand in the Lithuanian labour market (you can find the list on the next page).

Required documents:

From the employee:

- Completed [online application form](#)
- A valid passport
- Visa (unless visa-free regime is applicable)
- Criminal background certificate (required only if a person has criminal convictions)
- University diploma or confirmation regarding high qualification based on relevant work experience

From the employer:

- A mediation letter submitted via the [MIGRIS](#) system (the employer should confirm that the foreigner has a suitable professional qualification that meets the requirements of the job description)

Confirmation regarding high qualification based on relevant work experience is issued by the Ministry of Economy and Innovation, to whom the employer should submit a completed [application form](#) (in Lithuanian) with relevant documents (in English or Russian). Please contact Invest Lithuania for more information.

The process:

1. The employer submits a mediation letter online via the [MIGRIS](#) system.
2. The employee applies for the EU Blue Card via the [MIGRIS](#) system, uploads copies of all necessary documents, and books an appointment at the Migration Department.
3. The employee submits biometric data and original versions of the necessary application documents personally at the Migration Department.
4. Once the Migration Department has adopted a decision to issue the employee with an EU Blue Card, the employee collects the EU Blue Card from the Migration Department.
5. The employee registers his/her place of residence at the relevant Municipality Office within one month of collecting the EU Blue Card.

Processing period: 15 days (fast track) or one month (standard).

State fee: €240 (fast track) or €120 (standard).

List of professions in demand in the Lithuanian labour market

Production organisation engineer, Print technician, Wood processing technician, Facilities maintenance engineer, Wood processing engineer, Garment technician, Equipment engineer, Production engineer, Ecological engineer, Aeronautical engineer, Marine mechanical engineer, Aeronautical mechanical engineer, Ship mechanic / mechanical engineer, Ship building engineer, Mechanical technician, Mechanical engineer, Constructor, Marine engineer, Food and beverage technician, Chemical engineer, Automation engineer, Electrical engineer, Electrical system engineer, Electrical Engineer of Electromechanical Equipment, Avionics engineer, Electronics engineer, Graphic designer, Computer systems analyst, Computer systems specialist, Business information technology consultant, Computer systems consultant, Computer systems designer, Software developer, Software designer, Computer applications engineer, Multimedia software developer, Game software developer, Web service developer, Programmer, Programmer engineer, Software tester, Database analyst, Database administrator, Database programmer, Network administrator, Information technology systems administrator, Computer systems administrator, Computer systems engineer, Network analyst, Computer network administrator, Communications programmer, Operational data processing engineer, Information technology and communications security specialist, Computer engineer, Electrical energy technician, Aviation engineer, Chemical techniques engineer.

3.1.3. The employee's salary is 3x the average monthly gross salary in Lithuania (€4 540)

Required documents:

From the employee:

- Completed [online application form](#)
- A valid passport
- Visa (unless visa-free regime is applicable)
- Criminal background certificate (required only if a person has criminal convictions)
- University diploma or confirmation regarding high qualification based on relevant work experience

From the employer:

- A mediation letter submitted via the [MIGRIS](#) system (the employer should confirm that the foreigner has a suitable professional qualification that meets the requirements of the job description)

The process:

1. The employer submits a mediation letter online via the [MIGRIS](#) system.
2. The employee applies for the EU Blue Card via the [MIGRIS](#) system, uploads copies of all necessary documents, and books an appointment at the Migration Department.
3. The employee submits biometric data and original versions of all necessary application documents personally at the Migration Department.
4. Once the Migration Department has adopted the decision to issue the employee with an EU Blue Card, the employee or a representative of the employer collects the EU Blue Card from the Migration Department.
5. The employee registers his/her place of residence at the relevant Municipality Office within one month of collecting the EU Blue Card.

Processing period: 15 days (fast track) or one month (standard).

State fee: €240 (fast track) or €120 (standard).

3.1.4. The employee is a managing director of a company, whose salary is 1.5x the average monthly gross salary in Lithuania (€2 270)

4

A decision from the Employment Service is required when the employee's profession is not included in the list of professions in demand in the Lithuanian labour market (you can find the list on the next page).

Required documents:

From the employee:

- Completed [online application form](#)
- A valid passport
- Visa (unless visa-free regime is applicable)
- Criminal background certificate (required only if a person has criminal convictions)
- University diploma or confirmation regarding high qualification based on relevant work experience

From the employer:

- A mediation letter submitted via the [MIGRIS](#) system (the employer should confirm that the foreigner has a suitable professional qualification that meets the requirements of the job description)
- **Confirmation from Invest Lithuania** regarding the company's income (please contact Invest Lithuania at bluecard@investlithuania.com for more information).

The process:

1. The employer receives confirmation from Invest Lithuania regarding the company's income (please note that company's income must be audited).
2. The employer registers the Managing Director with the [Lithuanian Register of Legal Entities](#).
3. The employer submits a mediation letter online via the [MIGRIS](#) system.
4. The employee applies for an EU Blue Card via the [MIGRIS](#) system, uploads copies of all necessary documents, and books an appointment at the Migration Department.
5. The employee submits biometric data and original versions of all necessary application documents personally at the Migration Department.
6. Once the Migration Office has adopted a decision to issue the employee with an EU Blue Card, the employee or a representative of the employer collects the EU Blue Card from the Migration Department.
7. The employee registers his/her place of residence at the relevant Municipality Office within one month of collecting the EU Blue Card.

Processing period: one month (fast track) or two months (standard)

State fee: €240 (fast track) or €120 (standard).

Confirmation from Invest Lithuania

Required documents:

- Completed application form
- Sets of annual financial statements confirming that the income of the company (or the group to which the company belongs) was no less than €1 000 000 for at least one financial year during the last three years
- Auditor's certificate on the employer's income
- Documents confirming that the auditor is certified in accordance with the law

Confirmation process:

- The employer submits the documents listed above by email to bluecard@investlithuania.com
- Invest Lithuania issues the confirmation (within approximately 7-14 days)

Step-by-step guide on how to apply for an EU Blue Card online (I)

1. Log in to the [MIGRIS system](#) using your personal e-mail address

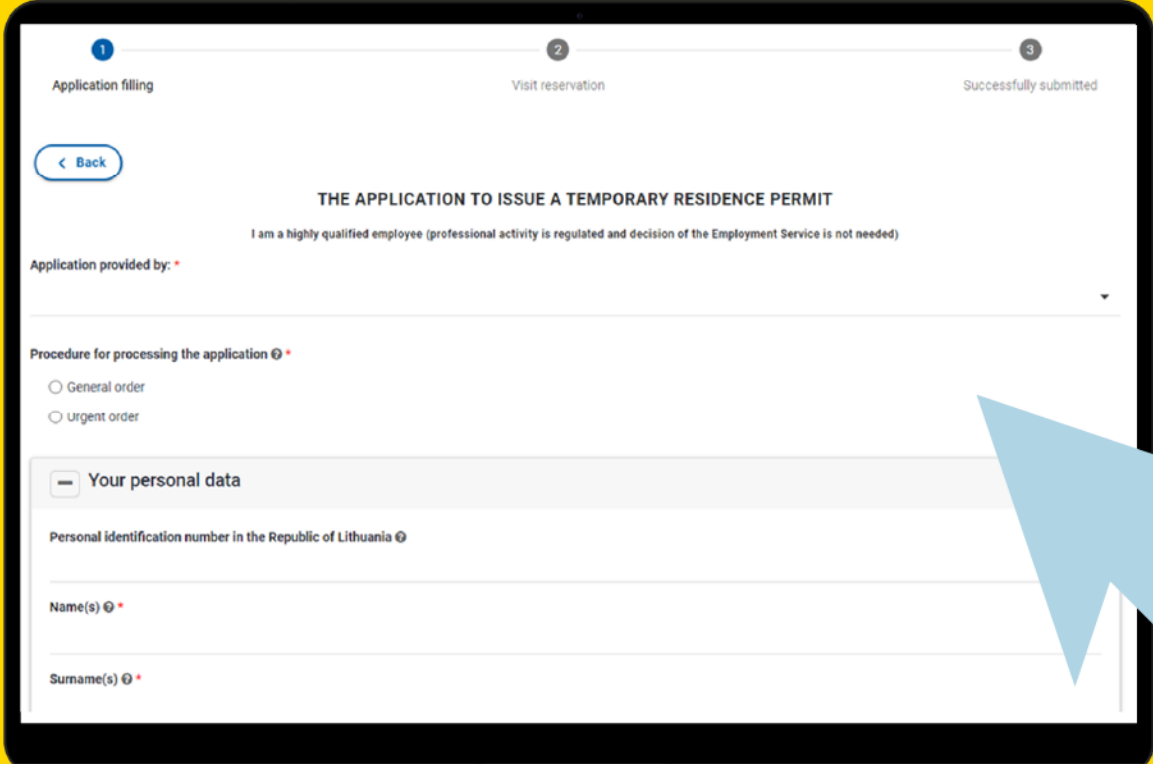
2. Choose the following tabs (selections are listed consecutively; choosing one will bring up the next):

- ↓ **New application**
 - ↓ **Applications on behalf of natural persons**
 - ↓ **Select nationality**
 - ↓ **I want to get a residence permit in Lithuania**
 - ↓ **I want to receive a temporary residence permit**
 - ↓ **Work**
-

3. The subsequent process depends on the exact grounds for obtaining an EU Blue Card:

- In the case of [option No 1](#), please choose: ***I am a highly qualified employee (professional activity is not regulated and a decision of the Employment Service is needed)***
 - In the case of [options No 2, 3 or 4](#), please choose: ***I am a highly qualified employee (professional activity is not regulated and a decision of the Employment Service is not needed)***
- ↓ **Apply for a permit**
-

4. You should see the following window:



The screenshot shows a web application interface on a laptop screen. At the top, there are three numbered tabs: 1. Application filling, 2. Visit reservation, and 3. Successfully submitted. Below the tabs, there is a '< Back' button. The main heading is 'THE APPLICATION TO ISSUE A TEMPORARY RESIDENCE PERMIT'. Below this, a statement reads: 'I am a highly qualified employee (professional activity is regulated and decision of the Employment Service is not needed)'. The form includes a dropdown menu for 'Application provided by: *'. Below that, there is a section for 'Procedure for processing the application' with two radio button options: 'General order' and 'Urgent order'. A large blue arrow points to the 'Urgent order' option. The form also has a section for 'Your personal data' which is currently collapsed. Below this section, there are input fields for 'Personal identification number in the Republic of Lithuania', 'Name(s) *', and 'Surname(s) *'. At the bottom right of the laptop screen, there is a green button labeled 'BACK TO CONTENT'.

Step-by-step guide on how to apply for an EU Blue Card online (II)

5. When filling in the application further, **please provide all mandatory personal data (marked with *)** . Please find below comments regarding most asked questions:

Your personal data	
Is your place of residence currently declared in the Republic of Lithuania?	Choose 'yes' only if you have officially declared your address in Lithuania.
Residence address in the Republic of Lithuania	
	It is enough to indicate the city.
Details of the employer and job function	
General information on the employer	Choose 'Legal entity' and fill in the necessary information.
Is a family member(s) arriving with you?	Provide information about your family, if applicable.
Details of the state fee paid	
	Please choose either "I will pay at the place of service" or "Paid by bank transfer", depending on the situation.
Please confirm that:	
	Confirm all sections (unless this would be factually incorrect).

6. Attach all required documents.

Valid travel document	Passport, only the main page
Mediation letter number	Should be provided by the employer
Document on Proper Accommodation in the Republic of Lithuania	Choose "You will declare your place of residence at the Migration department and will present a written consent of the owner or co-owner of the residential premises or a person authorised by them upon arrival to the Migration department. You hereby undertake to declare your place of residence at the residential premises where the living space per every adult person having declared his/her place of residence amounts to not less than 7 square metres (if applicable)" or add one of the listed documents, if you already have it.
(Non) criminal record	Choose "I confirm that I have not been convicted in the foreign -country(-ies) where I lived for the last two years prior to my arrival in the Republic of Lithuania", unless you have been convicted. In the latter case, attach the criminal certificate.
Documents confirming a change of personal data issued outside Lithuania	Attach only if necessary.
Paid form of the state fee for the acceptance, examination, decision-making and issuance of the payment of the state fee set by the Government of the Republic of Lithuania	Attach if this fee has already been paid.

7. Submit all required documents virtually (online) or in person at the Migration Department.

3.2. Other residence permits

Other types of residence permits:

- Regular **temporary residence permit** on the grounds of a job contract
- Residence permit on the grounds of **intra-corporate transfer**

3.2.1. Regular temporary residence permit on the grounds of a job contract (I)

1

What are the advantages?

- Higher education is not mandatory
- No special salary requirements
- It will be valid for up to two years, with the possibility of further renewal
- The employee will be eligible for permanent residence after five years

However, temporary residence permit does not allow employees to bring family members for the first two years. In addition, the employee may start working only after receiving the residence permit.

General requirements for obtaining the regular work-based residence permit:

- Direct employment at a company registered in Lithuania
- Employee has a documented qualification (e.g. a certificate from a vocational institution)
- One year of relevant work experience during the last five years
- Salary should be no less than the average for **local employees** working in the same position at the company (if there are no other employees working in the same position, then the salary should not be less than the average for such positions in Lithuania)
- Employment period in Lithuania – at least six months
- A decision of the Employment Service regarding demand for the employee's qualifications in the country

The process

1. Obtaining a decision from the Employment Service on whether the employee's work meets the needs of the Lithuanian labour market.
2. Submitting the required documents for a residence permit.



Obtaining a decision from the Employment Service

Documents required to obtain a decision from the Employment Service:

- Employee's passport (copy)
- [Completed application](#) form
- [Information on any fines the company has incurred](#)
- [Information on the employee's qualification](#)
- An undertaking from the employer to employ the employee (please find an example undertaking on the right)

The Company hereby undertakes to employ [name, surname] in the Company under an employment contract for a period of at least 6 months. The company undertakes to pay fixed social insurance contributions and contributions to the compulsory health insurance fund. The employee will be paid a gross monthly salary in EUR of [specify]. The average salary of employees performing similar work in the company is EUR [indicate] OR There are no other employees in the Company employed in similar work.

The process:

1. The employer registers a vacant job position via the [Employment Service](#) system for at least five working days.
2. The employer submits the documents signed by e-signature to the Employment Service via e-mail (info@uzt.it).
3. The Employment Service adopts a decision and sends it to the employer.

Processing period: no more than 10 working days

State fee: €28

Submitting documents for a residence permit

Documents required from the employee:

- Completed [online application form](#)
- A valid passport
- Visa
- Criminal background certificate (issued by the country(-ies) in which the person has lived for six months or more during the past two years; the criminal background certificate must be issued not earlier than six months before the submission of an application for a residence permit)

Documents required from the employer:

- A mediation letter submitted via the [MIGRIS](#) system (the employer should confirm that the foreigner has a suitable professional qualification that meets the requirements of the job description)
- A decision by the Employment Service

The process:

- 1) The employer submits a mediation letter online via the [MIGRIS](#) system.
- 2) The employee applies for the residence permit via the [MIGRIS](#) system, uploads copies of all necessary documents and [books an appointment](#) at the Migration Department.
- 3) The employee submits biometric data and original versions of all necessary application documents personally at the Migration Department.
- 4) Once the Migration Department has adopted a decision to issue the employee with a residence permit, the employee or a representative of the employer collects it from the Migration Department.
- 5) The employee registers his/her place of residence at the relevant Municipality Office within one month of collecting the residence permit.

Processing period: two months (fast track) or four months (standard).

State fee: €240 (fast track) or €120 (standard).

3.2.2. Residence permit on the grounds of intra-corporate transfer (II)

2

This option should be chosen when the employee is transferred within a group of companies and will not be employed directly by a Lithuanian company.

What are the advantages?

- The employee will have the right to start working once the application for a residence permit is submitted
- Having higher education in a relevant field is not mandatory
- The permit will be valid **for up to three years** (then a break of at least three months must be made)
- The employee will have the **right to bring family members** (their residence permit is issued for the same period, and all documents can be submitted together at the same time)
- Documents for a residence permit may be submitted at a Lithuanian Embassy in a non-EU country

General requirements for obtaining a residence permit on the grounds of intra-corporate transfer

- The employee must be posted from a company **belonging to the same group of companies**
- The employee has been employed at a foreign company **for at least six months before being posted to the Lithuanian company** and will remain employed by the foreign company during their assignment to Lithuania
- The employee will be a manager or specialist whose high qualifications and skills are essential to the business of a Lithuanian company
- The posting period should be **no more than three years**



Required documents:**Documents required from the employee:**

- Completed [online application form](#)
- A valid passport
- Visa
- Criminal background certificate (issued by the countries in which the person has lived for six months or more during the past two years. A criminal background certificate must be issued not earlier than six months before the submission of the application for a residence permit)
- Health insurance certificate (the minimum amount of health insurance cover required is currently EUR 6,000, and should be valid in Lithuania for at least one year)
- Documents confirming that an employee's high qualifications and skills are essential to the business of a Lithuanian company

Documents required from the Lithuanian company:

- A mediation letter submitted via the [MIGRIS](#) system

Documents required from the foreign group company:

- An employment contract concluded with the employee
- Documents confirming that the companies belong to a same company group
- A letter confirming the posting

The process:

1. The Lithuanian company submits a mediation letter online via the [MIGRIS](#) system.
2. The employee applies for a residence permit via the [MIGRIS](#) system, uploads copies of all necessary documents, and [books an appointment](#) at the Migration Department.
3. The employee submits biometric data and original versions of all necessary application documents personally at the Migration Department.
4. Once the Migration Department has adopted a decision to issue the employee with a residence permit, the employee or a representative of the Lithuanian company collects the residence permit card.
5. The employee registers his/her place of residence at the relevant Municipality Office within one month of collecting the residence permit.

Processing period: one month (fast track) or two months (standard)

State fee: €240 (fast track) or €120 (standard).

Step-by-step guide on how to apply for other types of residence permit (II)

1. Log in to the [MIGRIS system](#) using your personal e-mail address

2. Choose the following tabs (selections are listed consecutively; choosing one will bring up the next):

- ↓ ***New application***
 - ↓ ***Applications on behalf of natural persons***
 - ↓ ***Select nationality***
 - ↓ ***I want to get a residence permit in Lithuania***
 - ↓ ***I want to receive a temporary residence permit***
 - ↓ ***Work***
-

3. The subsequent process depends on the exact grounds for obtaining the residence permit:

- **Option No 1:** the employee does not meet the requirements for an EU Blue Card and wants to obtain a regular work-based residence permit
 - ↓ *I intend to work under an employment contract, my profession is not on the list of occupations that are lacking in the Republic of Lithuania according to the activities of the company and I need a decision of the Employment Service regarding compliance with the needs of the Lithuanian labour market*
 - **Option No 2:** the employee is being transferred within a company group as a specialist
 - ↓ *I am being transferred within the company as a specialist*
 - **Option No 3:** the employee is being transferred within a company group as a manager
 - ↓ *I am being transferred inside the company as a manager*
 - ↓ **Apply for a permit**
-

4. Please provide all mandatory personal data (marked with *) and attach all required documents

5. Choose the date and location to submit all documents and your biometric data in person at one of the Migration Department offices.

3.3. Declaring your place of residence

You may choose when to declare your place of residence in Lithuania:

1. at the Migration Department when applying for a residence permit;
2. At the Municipality, within one month of collecting your residence permit.

Option 1: declaring your place of residence at the Migration Department when applying for a residence permit

Attach **one of the following documents** confirming your right to declare your place of residence when filling in your application for a temporary residence permit on **MIGRIS**:

- Written consent of your landlord (certified by a notary). *Note: if the consent is not certified, the landlord must accompany you to your appointment at the Migration Department;*
- Lease agreement signed by both parties (notarisation is not required);
- A document confirming your stay in a hotel or a dormitory, if you have chosen this option instead of renting an apartment (make sure that the hotel / dormitory you are staying in can provide you with such a document).

If you own your accommodation in Lithuania, it is not necessary to submit any documents at the Migration Department.

Option 2: declaring your place of residence at the Municipality after obtaining a residence permit

When filling in an application for a residence permit, you may simply submit a [commitment to declare your place of residence](#), and declare your place of residence at the Municipality in which you reside, within one month of collecting the residence permit from the Migration Department.

Due to restrictions resulting from the COVID-19 pandemic, visitors are not accepted at the Municipality, and **the following steps should be taken to declare your place of residence**:

- (a) Fill in a [request](#), sign and scan (or photograph);
- (b) Attach one of the supporting documents (the same as those indicated above);
- (c) Attach a scanned copy of your residence permit (scan or photograph from both sides);
- (d) Send all documents to savivaldybe@vilnius.lt via e-mail.

Declaration of your place of residence may be fixed-term or indefinite (e.g. at the end of a lease agreement, declaration of residence is automatically deleted). If your previous lease agreement has expired and/or a new agreement has been signed, you must re-declare your place of residence within one month.



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3.4. Working remotely

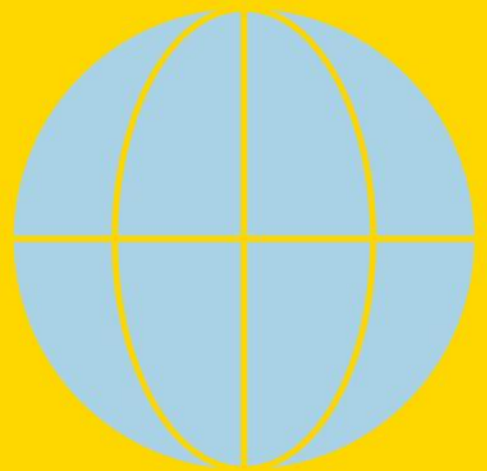
Belarusian citizens are exempted from the obligation to obtain a residence permit in Lithuania if they intend to **work full-time remotely** (outside Lithuania) under an employment contract concluded with a company operating in Lithuania.

Process for the employer:

1. Sign a remote work contract that clearly states that the employee works remotely.

The remote work contract should clearly stipulate that the employee will perform the work function specified in the contract by working remotely from his/her home, which is located at the relevant address in Belarus or elsewhere. The remote work contract should also specify: (a) the work equipment provided to the employee by the employer for the use of the work, and the arrangements for its provision; (b) arrangements for the reimbursement of costs relating to remote working, as well as the acquisition, installation and use of work equipment; and (c) an indication of the division, department or responsible person in the workplace to which the employee is accountable for the work performed, and the procedure for such reporting.

2. Submit the [LDU notification](#) no later than one working day before the day of employment.



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3.5. Bringing family members

I. Residence permits for the family members of employees with an EU Blue Card or intra-corporate transfer residence permit

Family members of such employees can receive family-based residence permits. Their residence permit will be issued for the same period as the employee's, and all documents can be submitted together at the same time.

The following family members may apply for family-based residence permits:

- Spouse or registered partner
- Children, including adopted children, provided they are still minors (under the age of 18)
- Parents who have been dependent on the employee for at least one year and are unable to receive support from any other family member

Required documents:

- Completed [online application form](#)
- Passport
- Visa
- Criminal background certificate if a person is older than 14 years (not necessary for the family members of EU Blue Card applicants who themselves have no criminal convictions)
- Health insurance certificate (minimum amount of health insurance cover is EUR 6,000, and should be valid in Lithuania for at least one year)
- Marriage certificate or registered partnership agreement (for spouse/partner)
- Birth certificate (for children)
- Documents confirming that a person has sufficient funds to stay in Lithuania (the amount of funds is one minimum monthly salary in Lithuania per month, or 0.5x minimum monthly salary for minors. The funds must be sufficient for the entire period of living in Lithuania)

Sufficient funds may be confirmed by:

- Bank account statement
- Employment contract
- An undertaking by the employee to financially support his/her spouse/partner, accompanied the employee's employment contract (example undertaking below)

I [name, surname], undertake to fully support and cover all expenses related to living in the Republic of Lithuania incurred by my spouse/partner [name, surname, date of birth] for the whole term of living in Lithuania.

II. Residence permits for family members of employees with regular work-based residence permits

Family members of such employees may receive their family-based residence permits only after the employee spends two years living in Lithuania. If a family member wishes to come to Lithuania immediately, he/she should obtain a separate residence permit.

Family members or non-family members have the following options to obtain a Lithuanian residence permit:

- Find a **job** in Lithuania and obtain either an EU Blue Card or a regular temporary residence permit
- Find a **traineeship** in a Lithuanian company and apply for a temporary residence permit (more info [here](#))
- Find a **study** programme in Lithuania and obtain a study-based temporary residence permit (more info [here](#))

Health insurance for family members

Compulsory health insurance refers to the state-provided health care system, which allows access to medical care free of charge.

The following foreigners are insured via compulsory health insurance:

- Foreigners who hold any type of **temporary residence permit** and are legally **employed** in Lithuania (as well as their **minor family members** up to the age of 18)
- Foreigners **permanently residing** in Lithuania and paying compulsory health insurance contributions
- Foreigners holding **temporary residence permits**, who have **worked in Lithuania for at least six months** and are **registered with the Employment Service** as unemployed (as well as their minor family members up to the age of 18).

Adult family members (e.g. spouse, partner, parents) of the foreigner covered by the compulsory health insurance are not automatically insured, and must meet the conditions listed above. In addition, unemployed persons who hold a temporary residence permit cannot pay compulsory health insurance contributions independently.

Compulsory health insurance contributions are paid by the employer (deducted from the employee's gross salary).

If you are not covered by compulsory health insurance, you must obtain private health insurance.

Health insurance for intra-corporate transferees who are not be employed directly by a Lithuanian company, may be paid in Belarus. In such cases, the employee will not be insured in Lithuania and a private health insurance will be required.



Hiring and onboarding

- Labour regulations
- Taxes
- Employee onboarding



4.1. Labour regulations

The most common types of employment contract in Lithuania:

- **Employment contract of indefinite duration** (a contract that is concluded for an indefinite period, i.e. a permanent employment contract).
- **Fixed-term employment contract** (permitted only in special situations; up to 20% of all employment contracts can be fixed-term for permanent positions for a maximum period of 2 years. The total duration of consecutive fixed-term employment contracts concluded with the same employee to carry out different job functions cannot exceed five years).
- **Temporary employment contract** (may be concluded for a specified period of time, during which the temporary employee undertakes to carry out employment activities).
- **Project work contract** (a fixed-term employment contract for the purpose of delivering specific project results).
- **Apprenticeship employment contract** (concluded when an employee/trainee is employed for the purpose of acquiring qualifications or competencies necessary for the position).

An employment contract must include:

- The employee's place of work (legal entity, structural division, etc.)
- The employee's work functions
- Terms of payment

Trial periods can last up to three months (during the trial period, either party can terminate employment at three business days' notice).

For the first two **sick days, compensation** is paid by the employer at a rate of between 62.06% and 100% of the employee's average gross daily earnings. After the first two days, the sick employee is compensated by the Social Insurance Fund (up to 62.06% of the employee's average gross daily salary).

Notice period	<ul style="list-style-type: none">▪ Two weeks – if the employee has worked at the company for less than a year▪ One month – if the employee has worked at the company for over a year▪ Notice period doubles (x2) if the employee has five years or less remaining until retirement▪ Notice period triples (x3) if the employee is raising a child (up to 14 years old or with disabilities), if the employee is disabled, or has two years or less remaining until retirement
Severance	<ul style="list-style-type: none">▪ Employees are entitled to severance pay of:<ul style="list-style-type: none">▪ 0.5-1 month's pay if they worked for the employer for less than a year▪ Two months' pay if they have worked for the employer for more than a year
Working hours	<ul style="list-style-type: none">▪ 40 hours is the standard working week▪ Sunday is a common day off▪ Working on a day off requires the employee's consent▪ The employee's work schedule must not exceed the maximum working time of 52 hours during each seven-day period
Overtime	<ul style="list-style-type: none">▪ The employer must pay a premium of 50% of the hourly rate for overtime▪ For working at night and on days off/weekends, the premium is 100% of the hourly rate▪ For working on public holidays, the premium is 150% of the hourly rate▪ The maximum amount of overtime that can be worked each year is 180 hours, comprising up to eight hours per week▪ up to 12 hours of overtime in a given week is permitted with the employee's written consent

Public holidays in Lithuania

1 January – New Year
16 February – Day of Restoration of the State of Lithuania
11 March – Day of Restoration of the Independence of Lithuania
Easter Monday (in the tradition of Western Christianity)
1 May – International Labour Day
24 June – Rasos (Day of Dew) or Joninės (St John's Day)
6 July – Statehood Day (Coronation of Mindaugas, King of Lithuania)
15 August – Žolinė (Assumption of the Blessed Virgin Mary)
1 November – All Saints' Day
2 November – Vėlinės (Day of Remembrance of the Dead)
24 December – Christmas Eve
25 and 26 December – Christmas

On the day before each public holiday, the working day is reduced by one hour, except for those employees working according to reduced working hours.

Types of vacations and leave:

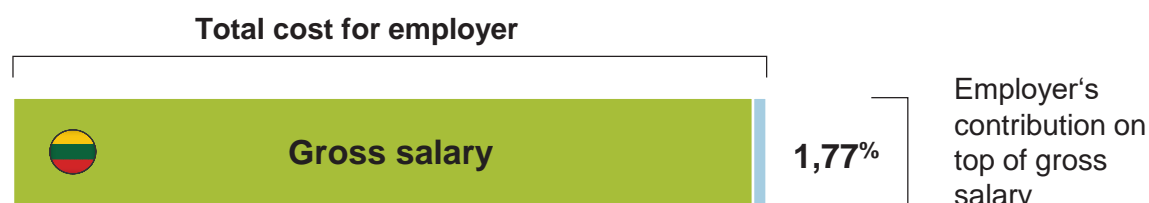
- **Annual vacation:** 20 working days (24 working days for employees working six days a week). During annual vacation, the employee retains their average remuneration ('holiday pay').
- **Pregnancy and childbirth leave:** 70 calendar days before childbirth and 56 calendar days after childbirth (or 70 calendar days in cases of complicated childbirth / when more than one child is born).
- **Maternity / paternity leave:** 30 consecutive calendar days (this leave can be granted at any time from the day the child is born until the child reaches one year of age). More information [here](#).
- **Childcare leave:** can be taken by any family member, including mother/adoptive mother, father/adoptive father, grandmother, grandfather or other relative raising the child, until the child reaches three years of age. This leave may be taken all at once or in parts.
- **Educational leave:** three calendar days for each examination; two calendar days for each test; as many days as are established in the study plans and schedules to perform laboratory work and participate in consultations; (iv) 30 calendar days to complete and defend a thesis (Bachelor's or Master's), doctoral dissertation or art project; (v) six calendar days for each state / final examination taken.
- **Unpaid leave:** employees may be granted unpaid leave upon request.
- **Additional leave:** employees raising a disabled child under the age of 18, or two children under the age of 12 are entitled to one extra day off per month (or two less working hours per week), and those raising three or more children under the age of 12 are entitled to two extra days off per month (or four less working hours per week), paying them their average remuneration. In addition, employees who are not entitled to these extra days off and are raising a child under the age of 14 should be granted at least half a day off per year on the first day of school, paying them their average remuneration.

A work place / position must be held open for the employee during the leave period.

4.2. Taxes

The taxation system in Lithuania provides an optimal operating environment, with one of the most competitive tax rates in Europe.

Corporate tax	15,0%
VAT (standard rate)	21,0%
Dividends (withholding tax)	0% / 15%
Personal income tax	20,0%
Employee's social security tax	19,5%
Social security tax paid by the employer	1,77%



4.3. Employee onboarding

A step-by-step guide for employee onboarding:

1. Sign the employment contract

2. Notify the Lithuanian Social Security Board (SODRA) about the employment:

2.1. 1-SD notification (notification regarding personal social insurance) must be submitted not later than one working day before the employee begins work. Notification should be submitted electronically and signed using a qualified electronic signature. Please find the 1-SD form [here](#).

2.2. An LDU announcement needs to be provided if a foreign citizen will work abroad on behalf of the employer, and in cases when a foreign citizen is sent (posted) to work temporarily in Lithuania. The employer must submit the LDU announcement no later than one working day before the employee begins work. Please find the LDU announcement form [here](#).

Foreigners who have not yet been granted a **Lithuanian personal identification code** (e.g. when a foreigner is employed, or from the moment of submitting his/her Blue Card application) **should receive a social insurance number:**

- (i) Log in to your SODRA account
- (ii) Select 'Forms and Templates'
- (iii) Applications / complaints / additional information → Create new → DPP, 02 Application
- (iv) Attach a signed passport copy
- (v) Click 'Sign'

2.3. When a person is registered in the SODRA Information System, state social insurance contributions start being counted. The employer must submit a monthly SAM notification containing information on salaries and state social insurance contributions for all employees. Notifications for each month must be submitted by the 15th day of the following month. Please find the SAM notification form [here](#).



5. Useful contacts

	<p><u>Go Vilnius</u></p> <p>The Vilnius city promotion agency organises workshops for Belarusians relocating to Lithuania, and provides consultations on a variety of topics (education, accommodation, health care, transportation, international communities in Vilnius, leisure, etc.)</p>
	<p><u>Migration Department</u></p> <p>Provides practical and legal information regarding migration procedures, residence permits, etc. Phone: +370 707 67000 (calling from abroad: +370 5 271 7112)</p>
	<p><u>Customs Department of the Republic of Lithuania</u></p> <p>Provides practical and legal information regarding customs procedures, taxes, etc. Phone: +370 800 90080</p>
	<p><u>State Border Guard Service</u></p> <p>Provides practical and legal information about border crossing. Phone: +370 687 25989</p>
	<p><u>National Public Health Center</u></p> <p>Provides information regarding COVID-19 and quarantine requirements. Phone: +370 5 212 4098</p>
	<p><u>WWW.WORKINLITHUANIA.LT</u></p> <p>This portal offers many job positions that do not require Lithuanian language and are open to international candidates.</p>
	<p><u>WWW.STUDYIN.LT</u></p> <p>This portal provides information about study programmes in English, Russian and other languages, as well as admissions processes, available scholarships, etc.</p>

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