



Title of the national regulatory act	Rules for the Management of Sponsorship from UAB Ignitis Renewables and Its Subsidiaries
Name of the process	Management of the Granting of Sponsorship
Process owner (department)	Management of UAB Ignitis renewables
Approving company	UAB Ignitis renewables
Certifying person's position/body	Board of UAB Ignitis renewables
Date of entry into force	Enters into force on the date of approval

## RULES FOR THE MANAGEMENT OF SPONSORSHIP FROM UAB IGNITIS RENEWABLES AND ITS SUBSIDIARIES

### 1. PURPOSE AND SCOPE OF APPLICATION

1.1. The purpose is to lay down the principles for the provision of Sponsorship by UAB Ignitis renewables and its Subsidiaries, and to regulate when and how it is possible to gratuitously allocate financial resources to third parties.

1.2. Scope of application – applicable to UAB Ignitis renewables and its Subsidiaries, their employees, the Evaluation Committee, Applicants, Sponsorship Recipients.

### 2. TERMS

2.1. Terms and/or abbreviations used in the Rules shall have the following meanings:

2.1.1. **Company** shall mean UAB Ignitis renewables (legal entity code: 304988904).

2.1.2. **Company's Manager** shall mean the Company's sole governing body, i.e. the General Manager.

2.1.3. **Subsidiary** shall mean a subsidiary or subsequent subsidiary of the Company.

2.1.4. **Manager of the Subsidiary** shall mean the sole governing body of the Subsidiary or a subsequent Subsidiary, being a director/manager and/or a member of the Board of Directors (in a foreign jurisdiction; if a Board of Directors is formed in accordance with the Articles of Association of the Subsidiary).

2.1.5. **Group** shall mean AB Ignitis grupė (legal entity code: 301844044) and its directly and indirectly controlled legal entities.

2.1.6. **Company** shall mean any natural person or legal entity engaged in an economic activity, regardless of its legal status or means of financing, within the meaning of Commission Regulation (EU) No. 2023/2831 of 13 December 2023 on the application of Articles 107 and 108 of the Treaty on the Functioning of the European Union to de minimis aid, as amended.

2.1.7. **Coordinator** shall mean an employee of the Company or a Subsidiary or other Group company who is responsible for coordinating support issues within the Company and Subsidiaries.

2.1.8. **LoC** shall mean the Republic of Lithuania Law on Competition, including all amendments and supplements thereto.

2.1.9. **LoCS** shall mean the Republic of Lithuania Law on Charity and Sponsorship, including all amendments and supplements thereto.

2.1.10. **Low-Value Application** shall mean the Application for the allocation of Sponsorship not exceeding EUR 5,000 (five thousand euros) in accordance with Clause 5.1.1 of the Rules.

2.1.11. **Application** shall mean an application for the allocation of Sponsorship (including a Low-Value Application) in the prescribed form to be completed by the Applicant when applying for a Sponsorship.

2.1.12. **Sponsorship** shall mean voluntary and unpaid, except for the obligations of the Sponsorship Recipient permitted by the LoCS, the provision of Sponsorship Items to the Sponsorship Recipients in accordance with the procedure established in the Policy and/or the Rules, without violating the provisions of the LoCS.

2.1.13. **Sponsorship Items** shall mean cash, as defined in the LoCS.

2.1.14. **Sponsorship Recipient** shall mean an Applicant who meets the requirements for receiving the Sponsorship and to whom the Sponsorship has been awarded.

- 2.1.15. **Sponsorship Agreement** shall mean the agreement between the Sponsorship Recipient and the Company or a Subsidiary for the provision of the Sponsorship.
- 2.1.16. **Sponsorship Provider** shall mean the Company and/or any of its Subsidiaries.
- 2.1.17. **Applicant** shall mean a legal entity seeking to receive Sponsorship and submitting an Application for Sponsorship in the form specified in the Rules.
- 2.1.18. **Applicant's Manager** shall mean a person who, in accordance with the legal entity's founding documents or a decision taken by the members of the collegial management body, has the right or is authorised to represent the legal entity in civil relations (e.g. a director, chairperson, president, or any other identifiable person who has the right to represent the legal entity on the basis of the grounds set out above).
- 2.1.19. **Park** shall mean a power plant or group of power plants linked by wind and/or solar or other renewable energy sources and used to generate electricity.
- 2.1.20. **Park under Development (Farm under Construction)** shall mean all areas likely to be adversely affected and/or temporarily disturbed as a result of the construction of the Park, and/or other pre-commissioning (power generation) works and/or activities.
- 2.1.21. **Policy** shall mean the Group's Sponsorship Policy.
- 2.1.22. **Rules** shall mean the Rules for the Management of Sponsorship of the Company and its Subsidiaries, as approved by the Board, including any subsequent amendments and supplements thereto; this document.
- 2.1.23. **Board** shall mean the Company's collegiate management body, i.e. the Management Board.
- 2.1.24. **State Aid Criteria** shall mean the criteria set out in Article 107(1) of the Treaty on the Functioning of the European Union.
- 2.1.25. **Evaluation Committee** shall mean the body responsible for evaluating Applications.
- 2.1.26. The term “**State aid**” shall be understood as defined in Article 107(1) of the Treaty on the Functioning of the European Union and the term “**De minimis aid**” shall be understood as defined in Commission Regulation (EU) No. 2023/2831 of 13 December 2023 on the application of Articles 107 and 108 of the Treaty on the Functioning of the European Union to de minimis aid, as amended (hereinafter referred to as the Regulation).

### 3. GENERAL PROVISIONS

- 3.1. The Rules lay down the criteria for the award of the Sponsorship, the procedure for the submission of the Sponsorship, the procedure for the administration and evaluation of the Applications, the responsibilities and other conditions for the management of the Sponsorship.
- 3.2. In their activities, Sponsorship Providers shall be guided by the Civil Code of the Republic of Lithuania, the LoCS, other laws and legal acts regulating the granting of Sponsorship, the Articles of Association of the Company and its Subsidiaries, the Policy, the Rules and other internal legal acts of the Company.
- 3.3. The Sponsorship Provider may provide Sponsorship only if it has no tax arrears to the state budget of the Republic of Lithuania, municipal budgets or funds to which taxes are administered by the State Tax Inspectorate under the Ministry of Finance of the Republic of Lithuania, as well as arrears with overdue payments to the budget of the State Social Insurance Fund and overdue debt obligations under loan agreements and other obligatory debt documents signed with the Ministry of Finance of the Republic of Lithuania or under agreements with the state guarantee.
- 3.4. The following principles shall be respected in the evaluation of Applications and in the adoption of the decision to grant Sponsorship:
- 3.4.1. **Consistency with the objectives of the Company and/or its Subsidiaries** – the purpose of the Sponsorship shall be to ensure that the Sponsorship is granted to those Applicants whose stated and duly substantiated objectives for the use of the Sponsorship are most in line with the objectives of the Company and/or its Subsidiaries, the sustainability policies and the stated values of the Company and/or its Subsidiaries as well as the Code of Ethics;
- 3.4.2. **Targeted** – Applicants whose activities, projects, initiatives create value in areas where the Company and/or its Subsidiaries operate regionally or nationally shall be eligible for Sponsorship;

3.4.3. **Transparency** – all Applications must be subject to the same, clear and comprehensible criteria for the evaluation and award of Sponsorship;

3.4.4. **impartiality** – in cases where the evaluation of the Application may give rise to a conflict of interest, a member of the Evaluation Committee and/or a member of the Board and/or the Company's Manager and/or the Manager of the Subsidiaries shall be obliged to recuse himself/herself from the evaluation of the Application and the decision making process.

3.4.5. **Validity of results and indicators** – clarity, tangibility of the indicators and results to be achieved, the ability to clearly measure the achievement of the result, the definition of implementation milestones and the tangibility of deadlines. Envisaged realistic measures and criteria for assessing the achievement of the project or activity's objectives. (Where the amount of Sponsorship requested is more than EUR 5,000 (five thousand euros), the reasonableness of the amount of Sponsorship requested in relation to market prices must be substantiated by means of detailed estimates (from at least two different market participants) or preliminary commercial offers from suppliers of goods/services (from at least two different market participants) and/or summaries of a price survey (from at least two different market participants), which must be appropriate to the current market conditions. Estimates or commercial offers submitted must be for the Applicant to implement the project envisaged in the Application. (Where the amount of Sponsorship requested is less or equal to than EUR 5,000 (five thousand euros), the reasonableness of the requested amount of Sponsorship in relation to market prices is substantiated (proven) by other documents available to the Applicant (substantiation by detailed and adequate estimates for normal market conditions (from at least two different market operators) or preliminary commercial offers from suppliers of goods/services (from at least two different market participants) and/or price survey summaries (from at least two different market participants) are also possible but not mandatory.

3.4.6. Location of the project or activity – the Sponsorship is priced according to the distance between the Company and the object of the Sponsorship;

3.4.7. **Residual value** – the Sponsorship is priced according to the residual value of the Sponsorship object;

3.4.8. **Value created** – the clear and tangible value created for the community by the activity or project for which the Sponsorship is requested, addressing a social issue in the community, creating a benefit for the region. The project or activity promotes long-term cooperation between the Sponsorship Provider and the Applicant.

3.5. The amount of Sponsorship granted to the Applicant must not exceed EUR 200,000 (two hundred thousand euros) per year, in case the Sponsorship granted to the Applicant does not meet the criteria for State aid.

3.6. In the event that the Applicant meets the criteria for State aid, the amount of the Sponsorship granted to the Applicant must meet both of the following conditions:

3.6.1. The amount of the Sponsorship granted to the Applicant must not exceed EUR 200,000 (two hundred thousand euros).

3.6.2. The amount of the Sponsorship granted to the Applicant, taken together with the total amount of Insignificant(*de minimis*) aid received by the Applicant (including related undertakings referred to in Article 2(2) of the Regulation) during the preceding 3 (three) years (i.e. the full 36-month period prior to the date of granting of the new aid), must not exceed EUR 300,000 (three hundred thousand euros).

#### **4. STATE AID OR INSIGNIFICANT (*DE MINIMIS*) AID**

4.1. The Sponsorship Provider shall assess the eligibility of the Sponsorship to the State aid criteria before providing the Sponsorship. Where the Sponsorship meets the criteria for State aid, it shall only be granted in accordance with European Union State aid rules.

4.2. The Coordinator, while carrying out the administrative compliance verification of the Applications in accordance with the procedure provided for in Clause 8.3. of the Rules, shall verify the information on the registered State aid and *de minimis* aid received by the Applicant in the Register of State Aid and Insignificant (*de minimis*) Aid Granted.

4.3. In accordance with the ceiling referred to in Clause 3.6.2 of the Rules, Insignificant (*de minimis*) aid shall be expressed as a cash grant. All figures used shall be gross, i.e. without taxes or other charges. If the aid is not granted in the form of a grant, the aid amount shall correspond to the gross grant equivalent of the aid.

4.4. If the new grant of *de minimis* aid would exceed the ceiling laid down in Clause 3.6.2 of the Rules, the Regulation shall not apply to the new aid.

4.5. In the case of mergers or acquisitions of the Applicant, in order to calculate whether the new Insignificant (*de minimis*) aid to the new or acquiring undertaking exceeds the ceiling set out in Clause 3.6.2 of the Rules, the total amount of previous Insignificant (*de minimis*) aid granted to the merging undertakings (including the Applicant) shall be taken into account. Insignificant (*de minimis*) aid lawfully granted before the merger or acquisition shall remain lawful.

4.6. In the event of a single undertaking being split up into two or more separate undertakings, the Insignificant (*de minimis*) aid granted prior to the split-up shall be attributed to the undertaking which benefited from it, i.e. to the undertaking taking over the activities for which the Insignificant (*de minimis*) aid was used. If such attribution is not possible, the Insignificant (*de minimis*) aid shall be apportioned on the basis of the book value of the equity capital of the newly separated undertakings on the date of the entry into force of the separation (split-up).

4.7. The requirements for Insignificant (*de minimis*) aid under the Regulation shall apply to Applicants in all sectors except:

4.7.1. aid granted to Applicants engaged in primary production of fisheries and aquaculture products;

4.7.2. aid granted to Applicants engaged in the processing and marketing of fisheries and aquaculture products, where the amount of aid is determined by reference to the price or quantity of the products purchased or placed on the market;

4.7.3. aid granted to Applicants active in the primary production of agricultural products;

4.7.4. aid granted to Applicants active in the processing and marketing of agricultural products in one of the following cases:

4.7.4.1. where the amount of aid is determined on the basis of the price or quantity of such products purchased from primary producers or placed on the market by the Applicants concerned;

4.7.4.2. where the aid is conditional on it being passed on in part or in full to primary producers;

4.7.5. aid granted for export-related activities in third countries or Member States, i.e. aid directly linked to the quantities exported, to the establishment and operation of a distribution network, or to other operating costs linked to the export activity;

4.7.6. aid which depends on the use of more domestic than imported goods or services.

4.8. If the Applicant carries out an activity in one of the sectors referred to in Clauses 4.7.1 to 4.7.4 of the Regulation and also carries out an activity in one or more of the other sectors covered by the Regulation, or any other activity covered by the Regulation, the Regulation shall apply to aid granted in the latter sectors or to the latter activities, provided that appropriate measures, such as ring-fencing or accounting, are taken to ensure that Insignificant (*de minimis*) aid granted under the Regulation is not used to carry out activities in the sectors which are not covered by this Regulation.

4.9. If it is established that the Sponsorship Recipient has been granted aid in contravention of European Union aid rules or that the aid has been declared by the European Commission to be incompatible aid, the Sponsorship Provider shall be required to adopt a decision, in accordance with Article 55(1) of the LoC, declaring that the aid has been granted unlawfully and that it is to be reimbursed to the State budget. In such a case, the Sponsorship Provider must demand that the Sponsorship Recipient reimburse the Sponsorship granted thereto to the State budget, or the amount shall be recovered out of dispute. The procedure for the recovery of Insignificant (*de minimis*) aid shall be detailed in the procedure for the recovery of unlawful State aid or Insignificant (*de minimis*) aid approved by the Resolution of the Government of the Republic of Lithuania of 6 September 2004 No. 1136.

4.10. Insignificant (*de minimis*) aid granted under the Regulation may be cumulated with Insignificant (*de minimis*) aid granted under *Commission Regulation (EU) 2023/2832*.

4.11. Insignificant (*de minimis*) aid granted under the Regulation may be cumulated with insignificant (*de minimis*) aid granted under Commission Regulations (EU) No. 1408/2013 and No. (EU) 717/2014 up to the relevant ceiling set out in Article 3(2) of the Regulation.

4.12. Insignificant (*de minimis*) aid granted under the Regulation shall not be cumulated with State aid granted for the same eligible costs or with State aid granted in respect of the same risk finance instrument if such cumulation would lead to an excess of the relevant maximum aid intensity as laid down in the Block Exemption Regulation or in a decision adopted by the Commission or of the amount of aid fixed on a case-by-case basis. Insignificant (*de minimis*) aid which is not granted or attributable to specific eligible costs may be cumulated with other State aid granted under the Block Exemption Regulation or a decision adopted by the Commission.

4.13. The Company shall keep the information on individual Insignificant (*de minimis*) aid registered for 10 years from the date on which the aid was granted.

4.14. The Company shall only grant new Insignificant (*de minimis*) aid under this Regulation after verifying that the total amount of Insignificant (*de minimis*) aid granted to the relevant Applicant as a result of the new Insignificant (*de minimis*) aid does not exceed the ceiling set out in Article 3(2) of the Regulation, and that all the conditions set out in the Regulation are met.

4.15. The Company shall submit the data on the granted Insignificant (*de minimis*) aid to the Register of State Aid and Insignificant (*de minimis*) Aid Granted within 5 business days from the date of entry into force of the decision to grant it.

## 5. OBJECTIVES AND TYPES OF SPONSORSHIP ALLOCATION

5.1. The Sponsorship Provider may grant Sponsorship to projects, activities and/or initiatives that meet the eligibility criteria set out in the Rules and are related to the strategy, activities and/or ongoing renewable energy projects and programmes of the Company and its Subsidiaries:

5.1.1. **Sponsorship for communities.** Sponsorship may be granted for social, educational, educational, artistic, cultural, scientific and sporting (excluding extreme and high-risk sports), social environment (including public infrastructure) improvement and development of communities (other than municipalities and elderships) in whose immediate environment any Company and/or its Subsidiary carries out or develops activities, environmental projects, activities and/or initiatives that create and/or promote long-term cooperation between the Company and/or its Subsidiaries and the community, must be related to the strategic objectives, activities and ongoing projects and programmes of REH and its Subsidiaries and must comply with the eligibility criteria for Sponsorship set out in these Rules. Sponsorship for communities shall be broken down by the value of the Sponsorship into:

5.1.1.1. Low-Value Sponsorship for Low-Value Applications and

5.1.1.2. Sponsorship worth more than EUR 5,000 (five thousand euros).

5.2. No Sponsorship shall be granted and may not be used:

5.2.1. to finance political parties, state politicians, political advertising or political campaigns and to cover debt obligations incurred by political campaign participants during or in connection with political campaigns;

5.2.2. by foundations and institutions established by political (personal) trust civil servants, members of the Seimas of the Republic of Lithuania, the Government, municipal councils and members of sole and collegial governing bodies of political parties, their close relatives, spouses, partners when the partnership is registered in accordance with the law. The persons referred to in this Clause may not participate in the evaluation of the Applications for Sponsorship and in the decisions on the provision of Sponsorship;

5.2.3. for extreme and high-risk sports, activities that promote and/or involve gambling or gaming of such kind, alcoholic beverages, smoking or other intoxicating substances and/or other activities that have or may have an adverse effect on society and/or its members;

5.2.4. if the amount of the non-consolidated net profit of the Sponsorship Provider for the reporting financial year is negative (loss is incurred);

5.2.5. The Sponsorship Provider, while performing the previous Sponsorship Agreement concluded with the Sponsorship Provider, has committed material violations of the terms and conditions of the

Sponsorship Agreement concluded with the Sponsorship Provider, and due to such violations the Sponsorship Agreement was terminated and 3 (three) years have not passed since the full return of the Sponsorship to the Sponsorship Provider or from another term specified in the Sponsorship Agreement.

## **6. DETERMINATION OF AMOUNTS ALLOCATED FOR SPONSORSHIP**

6.1. The share of the Sponsorship Provider's profits allocated to the Sponsorship shall be determined by the Board:

6.1.1. For Low-Value Applications – at the beginning of the current calendar year, when (and if) the Sponsorship Provider's provisional accounts for the previous financial year are available. Until the approval of the Sponsorship Provider's annual accounts for the preceding financial year, the amount of Sponsorship allocated to specific Applicants may not exceed 25 percent (twenty-five percent) of the total amount of the profit-sharing component of the Sponsorship;

6.1.2. For Sponsorship other than Low-Value Applications, after approval of the annual accounts of the Sponsorship Providers for the previous financial year.

6.1.3. The share of the net profit of the Sponsorship Provider for the financial year under review may not exceed:

6.1.4. 10 (ten) percent of the Sponsorship Provider's net profit for the financial year under review, provided it does not exceed EUR 500,000 (five hundred thousand euros);

6.1.5. 5 (five) percent of the net profit of the Sponsorship Provider for the financial year under review, if this exceeded EUR 500,000 (five hundred thousand euros) but did not exceed EUR 2,000,000 (two million euros);

6.1.6. 3 (three) percent of the net profit of the Sponsorship Provider for the financial year under review and may not exceed EUR 500,000 (five hundred thousand euros) if the net profit for the financial year under review was more than EUR 2,000,000 (two million euros).

6.1.7. The share of the Sponsorship Provider's profit allocated to the Low-Value Applications must not exceed 25 (twenty-five) percent of the Sponsorship Provider's share of the Sponsorship Provider's profit allocated to the Sponsorship per year.

## **7. SUBMISSION OF HIGH-VALUE APPLICATIONS AND TIMING**

### **7.1. Procedure for Submitting High-Value Applications:**

7.1.1. Each year, following the decisions taken under Clause 6.1.2 of the Rules, application procedures shall be initiated and the period(s) during which applications may be submitted shall be determined.

7.1.2. The commencement of the Application submission period, the Application Period itself and other relevant information shall be published on the Company's website and/or other publicly available channels by the Company's Manager and/or the Manager of the Subsidiary or by a person authorised by them.

7.1.3. Applications may be submitted by e-mail until the end of the period laid down in Clause 7.1.2 of the Rules.

7.1.4. After the expiry of the period set out in Clause 7.1.2 of the Rules, the submission of Applications shall be suspended.

7.1.5. Applications received before the opening of the call for Applications or after the closing of the call for Applications shall not be evaluated, unless otherwise provided in the Rules.

7.1.6. Applications received are recorded in the Company's register of documents received.

7.2. In order to be eligible for the Sponsorship, the Applicant must complete an Application Form in accordance with Annex 2 to the Rules. *Application for Community Sponsorship Form*;

7.3. The completed Application shall be submitted by the Applicant in accordance with the procedures established by the Company. Application forms are also available on the Company's website.

**7.4. Applicants shall submit the following documents, or duly certified true copies thereof, with their Application:**

- 7.4.1. A current extract of the Applicant's basic data from the Register of Legal Entities (not older than 3 (three) months before the date of submission of the Application);
- 7.4.2. the Applicant's Articles of Association, by-laws or other similar documents confirming that the Applicant, by virtue of its Articles of Association (by-laws) or other similar documents, is able to carry out the activities for which the sponsorship is requested;
- 7.4.3. A declaration signed by the Applicant concerning the Applicant's links with other economic operators as defined in Article 2(2) of the Regulation *(the completed form set out in Annex 4 to the Rules in the form of a Declaration on the requirements of Article 9(1)(3) of the LoCS)*;
- 7.4.4. other documents specified in the Application.
- 7.5. When Applicants established in a country other than the Republic of Lithuania, the country where the registered office of the Company or Subsidiary is located apply for Sponsorship:
- 7.5.1. Such Applicants may submit the Application and other documents referred to in the Rules and/or the Application in English or another foreign language;
- 7.5.2. and provide additional evidence that the purpose of the foreign entity receiving the Sponsorship is not for profit and that the profits cannot be distributed to its members (the provisions of the legislation governing the foreign entity's activities shall be provided, or the references to the official sources of the legislation governing the activities of the foreign entity, provided that such legislation is in English).
- 7.6. The Company shall have the right to additionally request the Applicant to provide confirmation from the tax authorities of the foreign entity's country that the foreign entity is resident for tax purposes in that country.
- 7.7. The documents provided for in Clauses 7.4 to 7.6 need not be submitted if the Coordinator is able to access these documents or the information for which these documents are required in official public registers.
- 7.8. The Application and all documents submitted with the Application (Annexes to the Application) must be signed by the Applicant's Manager or duly authorised person. If the Application and/or documents submitted with the Application are signed by an authorised person, a duly authorised person or a decision of the Applicant's manager (decree, etc.) to grant the appropriate powers to the person must be submitted.

## **8. EVALUATION OF HIGH-VALUE APPLICATIONS AND ADOPTION OF THE DECISION ON ALLOCATION OF SPONSORSHIP**

### **8.1. Evaluation Committee and Coordinator.**

8.1.1. Applications received by the Company and its Subsidiaries shall be reviewed and evaluated, and the provision and use of the Sponsorship shall be evaluated, by a Group-wide Evaluation Committee established in accordance with the Policy. The Evaluation Committee shall be guided by its own Rules and the Rules of Procedure in the evaluation of Applications and the assessment of the use of the Sponsorship.

8.1.2. The Coordinator shall act as Secretary of the Evaluation Committee meeting. In carrying out these functions, the Coordinator shall:

8.1.2.1. draft the minutes of the Evaluation Committee meeting and other relevant material;

8.1.2.2. on the instructions of the Chairperson of the Evaluation Committee and on the basis of the evaluation of the Evaluation Committee, draft the documents to be established and/or approved by the Evaluation Committee;

8.1.2.3. organise the adoption and implementation of the decisions adopted by the Evaluation Committee in the Company and/or its Subsidiaries;

8.1.2.4. provide the Evaluation Committee with the issues to be discussed and related materials;

8.1.2.5. carry out the preparatory work and/or other tasks entrusted by the Chairperson of the Evaluation Committee, which are necessary to ensure the smooth functioning of the Evaluation Committee.

8.1.3. The Coordinator shall be responsible for the administration of the Application process and communication with Applicants.

### **8.2. Assessment of the Corruption and Other Risks to Applicants.**

8.2.1. The due diligence of Applicants shall be carried out by the responsible member of the Business Safety Functional Area in accordance with the procedures set out in the Group's Standard for the Application of Anti-Corruption Controls and the results shall be submitted to the Coordinator.

8.2.2. In the event of a due diligence exercise carried out by the Business Safety Functional Area Officer and where the Applicant is found to be at higher risk, additional control procedures shall be laid down in the Special Terms and Conditions of the Contract for such Applicant to control the use of the assistance funds.

### **8.3. Administrative Verification of the Eligibility of Applications and Correction of Deficiencies in Applications.**

8.3.1. The Coordinator (with the involvement of a lawyer, if necessary) shall carry out an Administrative compliance verification of the Applications within 10 (ten) days from the deadline for the submission of Applications, i.e. shall assess whether the Applicants and the Applications they have submitted comply with the requirements set out in the Rules and whether all the documents specified in the Rules and the Application have been submitted together with the Application.

8.3.2. The administrative eligibility of applications shall be verified in accordance with the administrative eligibility criteria, a list of which is set out in Annex 7 to the Rules. *Community Sponsorship Application Evaluation Questionnaire*.

8.3.3. The Application shall not be subject to an administrative verification of eligibility in any of the following circumstances:

8.3.3.1. The Application is submitted before the opening of the call for Applications or after the closing of the call for Applications;

8.3.3.2. The Applicant has submitted a revised Application and/or additional (missing) documents for the re-administrative verification of eligibility after the expiry of the term set for the submission of revised Applications and/or additional (missing) documents;

8.3.4. The Coordinator, having carried out an administrative compliance verification of the Application and having established that the Applicant and/or the Application submitted by the Applicant comply with the requirements set out in the Rules and that all the necessary documents have been submitted together with the Application, shall carry out the actions set out in Clause 8.3.9 of the Rules.

8.3.5. The Coordinator, having carried out an administrative compliance verification of the Application and having found that the Applicant and/or the Application submitted by the Applicant do not comply with the requirements set out in the Rules and/or not all the documents set out in the Rules have been submitted together with the Application, shall, within 2 (two) business days, inform the Applicant and shall offer to provide the Applicant with the missing documents and/or additional information to substantiate the Applicant's and/or the Application's compliance with the requirements set out in the Rules.

8.3.6. The Applicant shall have the right to remedy the deficiencies within 10 (ten) business days and submit a revised Application. The Applicant shall be deemed to have received the remedial notice on the next business day.

8.3.7. The Coordinator shall carry out a repeated Administrative compliance verification of the Application and assess whether the Applicant has revised the Application and/or submitted additional (missing) documents, whether the Applicant and/or the revised Application comply with the requirements set out in the Rules, and whether all the documents referred to in the Rules have been submitted together with the Application within 8 (eight) business days of the expiration of the deadline set out in Clause 8.3.6 of the Rules. In this case, the further evaluation of other Applications (which meet the administrative eligibility criteria) shall be postponed until the term set for the Applicants to revise the Applications which do not meet the requirements of the Rules and/or to submit missing documents and/or to provide additional information to justify the Applicant's compliance with the requirements set out in the Rules (administrative eligibility criteria);

8.3.8. The Coordinator shall complete the Application Evaluation Questionnaire after the administrative compliance verification and/or repeated verification (if any) of the Applications (Annex 7 to the Rules. *Community Sponsorship Application Evaluation Questionnaire*).



8.3.9. The Coordinator shall forward the Applications received and the results of the administrative eligibility verification of the Applications to the Evaluation Committee within 2 (two) business days of the completion of the verification and shall initiate a meeting of the Evaluation Committee. Applications (except Low-Value Applications) shall be submitted to the Evaluation Committee only after all Applications have undergone an administrative eligibility verification and a repeated verification.

**8.4. Qualitative Assessment of Applications Meeting the Administrative Eligibility Criteria.**

8.4.1. The members of the Evaluation Committee shall get acquainted with the Applications and the results of the administrative compliance verification prior to the meeting of the Evaluation Committee:

8.4.1.1. within 10 (ten) business days from the date of transmission of the results of the administrative compliance verification of the Applications and Applications transferred by the Coordinator;

8.4.2. The qualitative assessment of Applications meeting the administrative eligibility criteria shall be carried out in accordance with the award criteria set out in Annex 1 to the Rules *Award Criteria*. The qualitative assessment shall be carried out in accordance with the principles set out in Clause 3.4 of the Rules.

8.4.3. The Evaluation Committee shall take note of all Applications received and the results of the Administrative compliance verification, but shall only carry out a qualitative (compliance with the eligibility criteria set out in Chapter 11 of the Rules) evaluation of the Applications for which an Administrative compliance verification has been carried out and which comply with the Administrative compliance criteria.

8.4.4. If the Evaluation Committee identifies that all the necessary information has been provided for the qualitative assessment of Applications, the Evaluation Committee shall take one of the decisions provided for in Clause 8.4.10 of the Rules. If the Evaluation Committee proposes to at least one Applicant to revise the Application in the manner set out in Clause 8.4.5 of the Rules, the qualitative assessment and the adoption of the decisions provided for in Clause 8.4.10 of the Rules shall be delayed until such time as the requested additional information and/or documents have been received, in order to ensure that the qualitative assessment of the Applications received by all of the Companies and/or their Subsidiaries shall be carried out at one and the same time.

8.4.5. If the Evaluation Committee identifies that there is a lack of information to carry out the qualitative assessment of the Applications, the Evaluation Committee shall take a decision to propose to the Applicant to revise the Application and/or to submit additional (missing) documents and/or information necessary for the qualitative assessment. The Coordinator shall inform the Applicant within 2 (two) business days of the decision of the Evaluation Committee and invite the Applicant to submit the missing documents and/or additional information:

8.4.6. The Applicant shall have the right to submit the missing documents and/or additional information at the latest within 7 (seven) business days from the date of receipt of the notification by the Coordinator. The Applicant is warned that failure to provide adequate information or documentation will result in a decision by the Evaluation Committee to propose not to grant the Sponsorship or to propose to grant only part of the Sponsorship;

8.4.7. The Coordinator shall forward to the Evaluation Committee the additional documents and/or information submitted by the Applicant within 2 (two) business days of receipt of the documents and/or information.

8.4.8. The Evaluation Committee shall take note of the additional documents and/or information submitted by the Applicant and the Coordinator shall initiate a meeting of the Evaluation Committee within 5 (five) business days from the receipt of all additional documents and/or information submitted by the Applicants;

8.4.9. The results of the qualitative assessment of applications meeting the administrative eligibility criteria shall be recorded by completing the *Community Sponsorship Application Evaluation Questionnaire* set out in Annex 7 to the Rules;

8.4.10. The Evaluation Committee shall take one of the following decisions for each Applicant after the qualitative assessment of the Applications:

8.4.10.1. to propose to grant Sponsorship to the Applicant;

- 8.4.10.2. to propose to grant only part of the amount of the Sponsorship requested in the Application in any of the following circumstances:
- 8.4.10.2.1. in the event that the Sponsorship granted to the Applicant fulfils the criteria for State aid and the total amount of the Sponsorship requested by the Applicant, taken together with the total amount of Insignificant (*de minimis*) aid received by the Applicant, including related undertakings referred to in Article 2(2) of the Regulation, during the preceding 3 three years (i.e., the full 36-month period prior to the date of the new grant of the aid), shall be limited to a maximum amount of 300,000 EUR (three hundred thousand euros).
- 8.4.10.2.2. in the circumstances set out in Clauses 8.4.11 or 11.3 of the Rules.
- 8.4.10.3. to propose to refuse to grant the Sponsorship if:
- 8.4.10.3.1. A qualitative assessment of the Application has not been carried out in the case foreseen in Clause 8.4.3 of the Rules;
- 8.4.10.3.2. the qualitative assessment of the Application has resulted in a score of 0 (zero), or the Application has not obtained the mandatory minimum score set at the time of the opening of the call for Applications;
- 8.4.10.3.3. in the event that the amount of Sponsorship requested by the Applicant exceeds the limit set out in Clause 3.5 of the Rules;
- 8.4.10.3.4. in the event that the amount of Sponsorship requested by the Applicant exceeds the limit set out in Clause 3.6 of the Rules;
- 8.4.10.3.5. in the circumstances set out in Clause 8.4.11 of the Rules.
- 8.4.11. The Evaluation Committee shall take a decision to propose not to grant the Sponsorship or to propose to grant only part of the amount of the Sponsorship requested in the Application, if, during the evaluation of the Application, it finds that the amount of the Sponsorship requested is not justified by the documents or if it has any other doubts as to the merits of the Application.
- 8.4.12. The Evaluation Committee shall calculate the amount of the Sponsorship to be granted to each Applicant in accordance with the Sponsorship allocation criteria set out in Chapter 11 of the Rules. In the case of Community Sponsorship, the Evaluation Committee, when deciding to propose part of the Sponsorship, shall not indicate the specific amount of Sponsorship to be granted, but shall make a proposal on the extent to which the Application should be accepted.
- 8.5. Preparation of the Application Evaluation Report.**
- 8.5.1. On the basis of the Evaluation Committee's evaluation, the Coordinator shall prepare and the Evaluation Committee shall approve the Application Evaluation Report within 2 (two) business days following the decisions of the Evaluation Committee referred to in Clause 8.4.10 of the Rules.
- 8.5.2. The evaluation report approved by the Evaluation Committee must state the following:
- 8.5.2.1. Date of the evaluation report;
- 8.5.2.2. Names of the Sponsorship Recipients to whom it is proposed to grant the Sponsorship, to whom it is proposed to grant part of the Sponsorship or to whom it is proposed not to grant the Sponsorship;
- 8.5.2.3. Legal form of Sponsorship Recipients (public enterprise, association, etc.);
- 8.5.2.4. Legal entity numbers of Sponsorship Recipients;
- 8.5.2.5. Name of the project or activity and/or initiative for which the Sponsorship or part thereof is proposed;
- 8.5.2.6. The eligibility of the project, activity or initiative;
- 8.5.2.7. The Application shall specify the amount of funds requested for the Sponsorship;
- 8.5.2.8. The decision proposed by the Evaluation Committee: to grant the Sponsorship or to grant part of the Sponsorship or not to grant the Sponsorship;
- 8.5.2.9. Other information identified by the Evaluation Committee.
- 8.5.3. The Coordinator shall submit the Application Evaluation Report together with the conclusion(s) on the assessment of corruption and other risks of the Applicants to the Company's Manager and/or the Manager of the Subsidiary no later than within 3 (three) business days after the approval of the Application Evaluation Report.
- 8.5.4. The Coordinator shall also prepare such other documents as may be required for consideration by the Board and/or the Company's Manager.

## **8.6. Decision-Making on the Granting of Sponsorship.**

8.6.1. The decision to grant the Sponsorship in respect of each Applicant shall be made by the Company's Manager (in the case of the Sponsorship Provider being the Company) or by the Manager of a Subsidiary (in the case of the Sponsorship Provider being a Subsidiary) subject to the approval of the Board. The decision to grant the Sponsorship must be taken no later than the end of the current year in which the financial statements of the preceding financial year were approved.

8.6.2. The decision to grant the Sponsorship shall be based on the Evaluation Report approved by the Evaluation Committee and the decision to propose to grant the Sponsorship to the Applicant, to propose to grant only a part of the amount of the Sponsorship requested in the Application, or to propose to refuse the Sponsorship, and on the conclusion on the assessment of the Applicant's corruption and other risks.

8.6.3. Following the decision to grant the Sponsorship, the Coordinator shall inform the Applicants of the decision to grant the Sponsorship, to grant a part of the Sponsorship or not to grant the Sponsorship within 3 (three) business days from the date of the adoption of the decision of the Board or the Company's Manager.

8.7. The Company's Manager or the Manager of a Subsidiary, or a person authorised by them, shall enter into Sponsorship Agreements with the Sponsorship Recipients, taking into account and in accordance with the decisions taken on the award of the Sponsorship.

8.8. The Coordinator shall communicate with the Sponsorship Recipient to whom all or part of the Sponsorship requested in the Application has been awarded regarding the use and accountability of the Sponsorship or part of the Sponsorship awarded.

## **9. SUBMISSION OF LOW-VALUE APPLICATIONS AND TIMING**

### **9.1. Procedure for Submitting Low-Value Applications:**

9.1.1. Each year, following the decisions taken under Clause 6.1.7 of the Rules, Low-Value Application submission procedures shall be initiated.

9.1.2. The commencement date for the submission of Low-Value Applications and other relevant information shall be announced by the Company's Manager and/or the Manager of the Subsidiaries, or a person authorised by them, on the Company's website and/or through other publicly accessible channels.

9.1.3. Low-Value Applications may be submitted throughout the calendar year, but no later than 1 November of the current calendar year by e-mail.

9.1.4. Applications received before the opening of the call for Applications or after the closing of the call for Applications shall not be evaluated, unless otherwise provided in the Rules.

9.1.5. Applications received are recorded in the Company's register of documents received.

9.2. In order to be eligible for the Sponsorship, the Applicant must complete an Application Form in accordance with Annex 3 to the Rules. *Low-Value Application* form.

9.3. The completed Application shall be submitted by the Applicant in accordance with the procedures established by the Company. Application forms are also available on the Company's website.

**9.4. Applicants shall submit the following documents, or duly certified true copies thereof, with their Application:**

9.4.1. A current extract of the Applicant's basic data from the Register of Legal Entities (not older than 3 (three) months before the date of submission of the Application);

9.4.2. the Applicant's Articles of Association, by-laws or other similar documents confirming that the Applicant, by virtue of its Articles of Association (by-laws) or other similar documents, is able to carry out the activities for which the sponsorship is requested;

9.4.3. A declaration signed by the Applicant concerning the Applicant's links with other economic operators as defined in Article 2(2) of the Regulation (*the completed form set out in Annex 4 to the Rules in the form of a Declaration on the requirements of Article 9(1)(3) of the LoCS*);

9.4.4. other documents specified in the Application.

9.5. When Applicants established in a country other than the Republic of Lithuania, the country where the registered office of the Company or Subsidiary is located apply for Sponsorship:

9.5.1. Such Applicants may submit the Application and other documents referred to in the Rules and/or the Application in English or another foreign language;

9.5.2. and provide additional evidence that the purpose of the foreign entity receiving the Sponsorship is not for profit and that the profits cannot be distributed to its members (the provisions of the legislation governing the foreign entity's activities shall be provided, or the references to the official sources of the legislation governing the activities of the foreign entity, provided that such legislation is in English).

9.6. The Company shall have the right to additionally request the Applicant to provide confirmation from the tax authorities of the foreign entity's country that the foreign entity is resident for tax purposes in that country.

9.7. The documents provided for in Clauses 9.4 to 9.6 need not be submitted if the Coordinator is able to access these documents or the information for which these documents are required in official public registers.

9.8. The Application and all documents submitted with the Application (Annexes to the Application) must be signed by the Applicant's Manager or duly authorised person. If the Application and/or documents submitted with the Application are signed by an authorised person, a duly authorised person or a decision of the Applicant's manager (decree, etc.) to grant the appropriate powers to the person must be submitted.

## **10. EVALUATION OF LOW-VALUE APPLICATIONS AND ADOPTION OF THE DECISION ON ALLOCATION OF SPONSORSHIP**

### **10.1. Evaluation Committee and Coordinator.**

10.1.1. Applications received by the Company and its Subsidiaries shall be reviewed and evaluated, and the provision and use of the Sponsorship shall be evaluated, by a Group-wide Evaluation Committee established in accordance with the Policy. The Evaluation Committee shall be guided by its own Rules and the Rules of Procedure in the evaluation of Applications and the assessment of the use of the Sponsorship.

10.1.2. The Coordinator shall act as Secretary of the Evaluation Committee meeting. In carrying out these functions, the Coordinator shall:

10.1.2.1. draft the minutes of the Evaluation Committee meeting and other relevant material;

10.1.2.2. on the instructions of the Chairperson of the Evaluation Committee and on the basis of the evaluation of the Evaluation Committee, draft the documents to be established and/or approved by the Evaluation Committee;

10.1.2.3. organise the adoption and implementation of the decisions adopted by the Evaluation Committee in the Company and/or its Subsidiaries;

10.1.2.4. provide the Evaluation Committee with the issues to be discussed and related materials;

10.1.2.5. carry out the preparatory work and/or other tasks entrusted by the Chairperson of the Evaluation Committee, which are necessary to ensure the smooth functioning of the Evaluation Committee.

10.1.3. The Coordinator shall be responsible for the administration of the Application process and communication with Applicants.

### **10.2. Assessment of the Corruption and Other Risks to Applicants.**

10.2.1. The due diligence of Applicants shall be carried out by the responsible member of the Business Safety Functional Area in accordance with the procedures set out in the Group's Standard for the Application of Anti-Corruption Controls and the results shall be submitted to the Coordinator.

10.2.2. Due diligence for Applicants submitting Low-Value Applications shall be carried out each time the Application(s) is received, i.e. there is no expectation of a certain number of Applications being received.

10.2.3. In the event of a due diligence exercise carried out by the Business Safety Functional Area Officer and where the Applicant is found to be at higher risk, additional control procedures shall be laid down in the Special Terms and Conditions of the Contract for such Applicant to control the use of the assistance funds.

**10.3. Administrative Verification of the Eligibility of Applications and Correction of Deficiencies in Applications.**

10.3.1. The Coordinator shall carry out an administrative compliance verification of the Applications in order to determine whether the Application complies with the requirements set out in the Rules and/or whether all the necessary documents have been submitted with the Application:

10.3.1.1. The administrative verification of the eligibility of Low-Value Applications shall be carried out within 5 (five) business days from the date of receipt of the Application, on a case-by-case basis, i.e. no certain number of incoming Applications is expected.

10.3.2. The administrative eligibility of applications shall be verified in accordance with the administrative eligibility criteria, a list of which is set out in Annex 8 to the Rules. *Evaluation Questionnaire for Low-Value Applications for Community Sponsorship.*

10.3.3. The Application shall not be subject to an administrative verification of eligibility in any of the following circumstances:

10.3.3.1. The Application is submitted before the opening of the call for Applications or after the closing of the call for Applications;

10.3.3.2. The Applicant has submitted a revised Application and/or additional (missing) documents for the re-administrative verification of eligibility after the expiry of the term set for the submission of revised Applications and/or additional (missing) documents;

10.3.4. The Coordinator, having carried out an administrative compliance verification of the Application and having established that the Applicant and/or the Application submitted by the Applicant comply with the requirements set out in the Rules and that all the necessary documents have been submitted together with the Application, shall carry out the actions set out in Clause 10.3.8 of the Rules.

10.3.5. The Coordinator, having carried out an administrative compliance verification of the Application and having found that the Applicant and/or the Application submitted by the Applicant do not comply with the requirements set out in the Rules and/or not all the documents set out in the Rules have been submitted together with the Application, shall, within 2 (two) business days, inform the Applicant and shall offer to provide the Applicant with the missing documents and/or additional information to substantiate the Applicant's and/or the Application's compliance with the requirements set out in the Rules.

10.3.6. The Applicant shall have the right to remedy the deficiencies within 10 (ten) business days and submit a revised Application. The Applicant shall be deemed to have received the remedial notice on the next business day.

10.3.7. The Coordinator shall carry out a repeated administrative compliance verification of the Application and assess whether the Applicant has revised the Application and/or submitted additional (missing) documents, whether the Applicant and/or the revised Application comply with the requirements set out in the Rules, whether all the documents referred to in the Rules have been submitted together with the Application, within 2 (two) business days of the Applicant submitting the revised Low-Value Application and/or the additional documents and/or data.

10.3.8. The Coordinator shall complete the Application Evaluation Questionnaire after the administrative compliance verification and/or repeated verification (if any) of the Applications (Annex 8 to the Rules. *Evaluation Questionnaire for Low-Value Applications for Community Sponsorship.*)

10.3.9. The Coordinator shall forward the Applications received and the results of the administrative eligibility verification of the Applications to the Evaluation Committee within 2 (two) business days of the completion of the verification and shall initiate a meeting of the Evaluation Committee.

**10.4. Qualitative Assessment of Applications Meeting the Administrative Eligibility Criteria.**

10.4.1. The members of the Evaluation Committee shall, prior to the Evaluation Committee meeting, get acquainted with the Low-Value Applications and the results of the administrative eligibility verification within 5 (five) business days in the case of Low-Value Applications, from the date of the transmission by the Coordinator of the Application and of the results of the administrative eligibility verification for the Application.

10.4.2. The qualitative assessment of Applications meeting the administrative eligibility criteria shall be carried out in accordance with the award criteria set out in Annex 1 to the Rules *Award Criteria*. The qualitative assessment shall be carried out in accordance with the principles set out in Clause 3.4 of the Rules.

10.4.3. The Evaluation Committee shall take note of all Applications received and of the results of the Administrative compliance verification, but shall carry out a qualitative (compliance with the eligibility criteria set out in Chapter 11 of the Rules) assessment of the Applications in writing (by e-mail) only in respect of the Applications which have undergone an Administrative compliance verification and which comply with the Administrative compliance criteria.

10.4.4. If the Evaluation Committee identifies that all the necessary information has been provided for the qualitative assessment of Applications, the Evaluation Committee shall take one of the decisions provided for in Clause 10.4.10 of the Rules.

10.4.5. If the Evaluation Committee identifies that there is a lack of information to carry out the qualitative assessment of the Applications, the Evaluation Committee shall take a decision to propose to the Applicant to revise the Application and/or to submit additional (missing) documents and/or information necessary for the qualitative assessment. The Coordinator shall inform the Applicant within 2 (two) business days of the decision of the Evaluation Committee and invite the Applicant to submit the missing documents and/or additional information:

10.4.6. The Applicant shall have the right to submit the missing documents and/or additional information at the latest within 10 (ten) business days from the date of receipt of the notification by the Coordinator. The Applicant is warned that failure to provide adequate information or documentation will result in a decision by the Evaluation Committee to propose not to grant the Sponsorship or to propose to grant only part of the Sponsorship;

10.4.7. The Coordinator shall forward to the Evaluation Committee the additional documents and/or information submitted by the Applicant within 2 (two) business days of receipt of the documents and/or information.

10.4.8. The Evaluation Committee shall take note of the additional documents and/or information submitted by the Applicant and the Coordinator shall initiate a meeting of the Evaluation Committee, which shall take place in writing (by e-mail) within 2 (two) business days from the date of receipt of the additional documents and/or information from the Applicant who has submitted the Low-Value Application.

10.4.9. The results of the qualitative assessment of applications meeting the administrative eligibility criteria shall be recorded by completing the *Community Sponsorship Low-Value Application Evaluation Questionnaire* set out in Annex 8 to the Rules.

10.4.10. The Evaluation Committee shall take one of the following decisions for each Applicant after the qualitative assessment of the Applications:

10.4.10.1. to propose to grant Sponsorship to the Applicant;

10.4.10.2. to propose to grant only part of the amount of the Sponsorship requested in the Application in any of the following circumstances:

10.4.10.2.1. in the event that the Sponsorship granted to the Applicant fulfils the criteria for State aid and the total amount of the Sponsorship requested by the Applicant, taken together with the total amount of Insignificant (*de minimis*) State aid received by the Applicant during the Applicant's financial year in question and the previous three financial years, exceeds EUR 300,000 (three hundred thousand euros);

10.4.10.2.2. in the circumstances set out in Clauses 10.4.11 or 11.4 of the Rules.

10.4.10.3. to propose to refuse to grant the Sponsorship if:

10.4.10.3.1. A qualitative assessment of the Application has not been carried out in the case foreseen in Clause 10.4.3 of the Rules;

10.4.10.3.2. the qualitative assessment of the Application has resulted in a score of 0 (zero), or the Application has not obtained the mandatory minimum score set at the time of the opening of the call for Applications;

10.4.10.3.3. in the event that the amount of Sponsorship requested by the Applicant exceeds the limit set out in Clause 3.5 of the Rules;

- 10.4.10.3.4. in the event that the amount of Sponsorship requested by the Applicant exceeds the limit set out in Clause 3.6 of the Rules;
- 10.4.10.3.5. in the circumstances set out in Clause 10.4.11 of the Rules.
- 10.4.11. The Evaluation Committee shall take a decision to propose not to grant the Sponsorship or to propose to grant only part of the amount of the Sponsorship requested in the Application, if, during the evaluation of the Application, it finds that the amount of the Sponsorship requested is not justified by the documents or if it has any other doubts as to the merits of the Application.
- 10.5. Preparation of the Application Evaluation Report.**
- 10.5.1. On the basis of the Evaluation Committee's evaluation, the Coordinator shall prepare and the Evaluation Committee shall approve the Application Evaluation Report within 2 (two) business days following the decisions of the Evaluation Committee referred to in Clause 10.4.10 of the Rules.
- 10.5.2. The evaluation report approved by the Evaluation Committee must state the following:
- 10.5.2.1. Date of the evaluation report;
- 10.5.2.2. Names of the Sponsorship Recipients to whom it is proposed to grant the Sponsorship, to whom it is proposed to grant part of the Sponsorship or to whom it is proposed not to grant the Sponsorship;
- 10.5.2.3. Legal form of Sponsorship Recipients (public enterprise, association, etc.);
- 10.5.2.4. Legal entity numbers of Sponsorship Recipients;
- 10.5.2.5. Name of the project or activity and/or initiative for which the Sponsorship or part thereof is proposed;
- 10.5.2.6. The eligibility of the project, activity or initiative;
- 10.5.2.7. The Application shall specify the amount of funds requested for the Sponsorship;
- 10.5.2.8. The decision proposed by the Evaluation Committee: to grant the Sponsorship or to grant part of the Sponsorship or not to grant the Sponsorship;
- 10.5.2.9. Other information identified by the Evaluation Committee.
- 10.5.3. The Coordinator shall submit the Application Evaluation Report together with the conclusion(s) on the assessment of corruption and other risks of the Applicants to the Company's Manager and/or the Manager of the Subsidiary no later than within 3 (three) business days after the approval of the Application Evaluation Report.
- 10.5.4. The Coordinator shall also prepare such other documents as may be required for consideration by the Board and/or the Company's Manager.
- 10.6. Decision-Making on the Granting of Sponsorship.**
- 10.6.1. The decision to grant Sponsorship in respect of Low-Value Applications shall be taken by the Company's Manager (in the case of a Sponsorship Provider – the Company) or the Manager of a Subsidiary (in the case of Sponsorship Provider – the Subsidiary). The decision to grant the Sponsorship must be taken no later than the end of the current year in which the financial statements of the preceding financial year were approved.
- 10.6.2. The decision to grant the Sponsorship shall be based on the Evaluation Report approved by the Evaluation Committee and the decision to propose to grant the Sponsorship to the Applicant, to propose to grant only a part of the amount of the Sponsorship requested in the Application, or to propose to refuse the Sponsorship, and on the conclusion on the assessment of the Applicant's corruption and other risks.
- 10.6.3. Following the decision to grant the Sponsorship, the Coordinator shall inform the Applicants of the decision to grant the Sponsorship, to grant part of the Sponsorship or not to grant the Sponsorship within 3 (three) business days from the date of adoption of the decision by the Company's Manager.
- 10.7. The Company's Manager or the Manager of a Subsidiary, or a person authorised by them, shall enter into Sponsorship Agreements with the Sponsorship Recipients, taking into account and in accordance with the decisions taken on the award of the Sponsorship.
- 10.8. The Coordinator shall communicate with the Sponsorship Recipient to whom all or part of the Sponsorship requested in the Application has been awarded regarding the use and accountability of the Sponsorship or part of the Sponsorship awarded.

## **11. REQUIREMENTS FOR SPONSORSHIP RECIPIENTS AND ELIGIBILITY CRITERIA**

11.1. Sponsorship Recipients may be legal entities that have been registered in the Register of Legal Entities (in the case of Applicants operating in the Republic of Lithuania) or in another similar register (in the case of Applicants operating in foreign countries) for at least 1 (one) year prior to the date of the submission of the Application, which comply with the requirements set out in the LoCS.

11.2. Applicants whose activities or projects comply with the eligibility criteria set out in the Rules and with the requirements of the legal acts shall be eligible for Sponsorship.

11.3. The eligibility criteria are set out in Annex 1 to the Rules. *Criteria for Awarding Sponsorship.*

11.4. In the event that the proportion of the net profit of the Sponsorship Provider for the financial year under review is less than the total amount of the Sponsorship, all Applications scoring between the maximum and the minimum compulsory score for the Sponsorship shall be applied for, and the highest scoring Applications shall be awarded the Sponsorship. If several Applications for which a Sponsorship may still be awarded have been awarded the same number of points, but all of them do not have sufficient remaining amount of Sponsorship, the remaining amount of Sponsorship shall be divided among such Applicants in proportion to the amounts of the amounts of Sponsorship applied for in their Applications.

11.5. In the light of changes in the Group's activities, the Sustainability Policy, changes in legislation to ensure the sustainable development of renewable energy, the eligibility criteria for the Sponsorship may be reviewed, supplemented, amended prior to the launch of each call for Applications, but no later than the end of the Application submission period, ensuring equality and non-discrimination between all Applicants.

## **12. PROCEDURES FOR THE FORMALISATION OF GRANTING OF SPONSORSHIP**

12.1. The provision of Sponsorship, irrespective of the amount of the Sponsorship granted, must be set out in a written Sponsorship Agreement or, in mandatory cases provided for by regulatory legal acts, in a contract of notarial form.

12.2. The Sponsorship Agreement shall specify the following:

12.2.1. Parties to the Sponsorship Agreement and their contact details;

12.2.2. Purpose of the Sponsorship and procedure for using it;

12.2.3. Commitment by the Sponsorship Recipient to use the Sponsorship in accordance with its intended use and the conditions set out in the Sponsorship Agreement, and to provide documentation to support the use of the Sponsorship in accordance with its intended use;

12.2.4. Sponsorship recipient's commitment to publicise the information received about the Sponsorship and consent to the publicity given by the Sponsorship Provider;

12.2.5. Material violations of the terms of the Sponsorship Agreement and the liability of the Sponsorship Recipient for material violations of the terms of the Sponsorship Agreement and/or misuse of the Sponsorship;

12.2.6. conditions for unilateral termination of the Sponsorship Agreement;

12.2.7. other relevant provisions relating to the provision of the Sponsorship.

12.3. A draft of the standard Sponsorship Agreement is set out in Annex 5 to the Rules. *Draft Sponsorship Agreement.*

12.4. When concluding Sponsorship Agreements with Sponsorship Recipients, Sponsorship Providers shall have the right to impose additional requirements and conditions on Sponsorship Recipients, if necessary, insofar as these do not conflict with the requirements of the LoCS and other legal acts. Sponsorship Agreements may not contain confidentiality agreements restricting the disclosure to the public of information about the Sponsorship provided by the Company, its Subsidiaries and its use.

12.5. No Sponsorship Agreements may be concluded which provide for an obligation on the part of the Sponsorship Provider to provide support out of the Sponsorship Provider's income/funds for the following financial year.



12.6. The Sponsorship Agreement shall be signed by the Company's Manager or the Manager of a Subsidiary or a person authorised by them in accordance with the decisions taken on the granting of the Sponsorship.

12.7. The Agreement must be signed by the Applicant's Manager or a duly authorised person. If the Agreement is signed by an authorised person, a proper power of attorney or a decision (order, etc.) of the Applicant's Manager conferring the appropriate authority on the person must be provided.

12.8. Before signing the Agreement, the Coordinator must ensure that, if the Agreement is signed by a person other than the Manager, that the person has the appropriate authority to do so.

12.9. The conclusion and signing of the Sponsorship Agreement with the Sponsorship Recipient shall be organised by the Sponsorship Provider in accordance with the procedures laid down in the internal legal acts.

### **13. LIABILITY**

13.1. The control of the use of the Sponsorship for its intended purpose shall be carried out by analysing and evaluating the documents submitted by the Sponsorship Recipient in support of the use of the Sponsorship. The Sponsorship shall be deemed to have been used for its intended purpose when the allocated Sponsorship has been used for the purposes set out in the Application. In the event of circumstances coming to light that the Sponsorship Recipient has provided false or untrue information to the Sponsorship Provider in the Application or related documents, as well as circumstances that make or may make the granting and/or use of the Sponsorship unlawful, or that pose a potential risk to the reputation of the Sponsorship Provider, the Group (e.g. such as: judgements in civil, administrative or criminal court cases against the Applicant in respect of previous violations related to the misuse of the Sponsorship, as well as fraud or other similar corrupt or other criminal acts; information in the public domain about the Applicant's potentially improper activities, which may directly or indirectly have a negative impact on the good reputation of the Sponsorship Provider or the Group or undermine it, improper conduct/activities of the Applicant or its management which may pose a risk to the ability of the Sponsorship Provider to achieve the results of the activity, initiative or project set out by the Sponsorship Provider for the Applicant, etc.), the Sponsorship Provider shall have the right to terminate the concluded Sponsorship Agreement in accordance with the procedure laid down therein.

13.2. The Sponsorship Recipient shall submit a report on the use of the Sponsorship to the Sponsorship Provider within the term laid down in the Sponsorship Agreement (in accordance with Annex 6 of the Rules. Report on the Use of the Community Sponsorship (and Low-Value Applications) *and documenting, in accordance with the procedures laid down in the Sponsorship Agreement, what the Sponsorship was used for.*

13.3. The Evaluation Committee shall carry out the evaluation of the reports received from Sponsorship Recipients on the use of the Sponsorship and the documents supporting the use of the Sponsorship.

13.4. Failure by the Sponsorship Recipient to submit a report on the use of the Sponsorship in accordance with the procedures set out in the Agreement shall constitute a material violation of the Agreement and the Sponsorship Recipient shall reimburse the Sponsorship to the Sponsorship Provider within the timeframe set out in the Agreement and shall be ineligible to participate in the submission of applications to the Company and its Subsidiaries for the award of Sponsorship for any projects within a period of 3 (three) years from the date specified in the Agreement.

13.5. If, in the assessment of the Evaluation Committee, the report on the use of the Sponsorship and the accompanying documents do not justify the use of the full amount of the Sponsorship disbursed to the Sponsorship Recipient, the Sponsorship Recipient shall be requested to provide additional information and documentation. In case the Sponsorship Recipient does not submit the additional information and documents requested by the Sponsorship Provider within the set term or the information and documents provided are, in the opinion of the Sponsorship Provider, insufficient, this situation shall be treated as a non-submission of the report on the utilisation of the Sponsorship and the consequences referred to in Clause 13.4 of the Rules shall apply.

13.6. If, in the assessment of the Evaluation Committee, the report on the use of the Sponsorship and the accompanying documents do not justify the use of all or part of the amount of the Sponsorship disbursed to the Sponsorship Recipient, the Sponsorship Provider shall request from the Sponsorship Recipient additional information and documents, which shall be provided by the Sponsorship Recipient within the terms set out in the Sponsorship Agreement. In case the Sponsorship Recipient does not provide the additional information and documentation requested by the Sponsorship Provider regarding the use of part of the amount of the Sponsorship within the term or the information and documentation provided is, in the opinion of the Sponsorship Provider, inadequate, the Sponsorship Recipient shall repay to the Sponsorship Provider the part of the Sponsorship for which the use of the amount of the Sponsorship has not been duly justified by the additional information and documentation requested by the Sponsorship Provider within the term laid down in the Sponsorship Agreement. Failure to repay a portion of the Sponsorship amount in a timely manner shall preclude the Sponsorship Recipient from participating in applications to the Company and its Subsidiaries for Sponsorship for any projects for a period of 3 (three) years from the due date set out in the Sponsorship Agreement.

13.7. On the basis of the Evaluation Committee's assessment of the use of the Sponsorship and the decisions taken, the Coordinator shall prepare a draft report on the provision and use of the Sponsorship by the Company and/or its Subsidiaries for the previous calendar year. This report shall be signed by the Chairperson of the Evaluation Committee and the Secretary (Coordinator).

13.8. The report of the Evaluation Committee on the provision and use of the Sponsorship by the Company and/or its Subsidiaries for the preceding calendar year shall include:

13.8.1. the number of Applications submitted;

13.8.2. the number of successful and unsuccessful Applications;

13.8.3. how the Sponsorship has been used;

13.8.4. other relevant information.

13.9. A report drawn up by the Evaluation Committee on the provision and use of the Support by the Company and/or its Subsidiaries for the preceding calendar year shall be submitted to the Board for approval.

## **14. PUBLICITY**

14.1. The Company shall, no later than 1 (one) month after the grant of the Sponsorship, make publicly available on the Company's website information about the Sponsorship granted:

14.1.1. Sponsorship Recipient(s);

14.1.2. Purpose of the Sponsorship;

14.1.3. Amount of Sponsorship;

14.1.4. Sponsorship provision period.

14.2. The Company also makes public:

14.2.1. Policy;

14.2.2. Rules;

14.2.3. A summary of the reports on the use of the Sponsorship submitted by the Sponsorship Recipients to the Sponsorship Provider. The information specified in the reports on the use of Sponsorship shall be published to the extent that it does not contradict the LoCS, the legal protection of personal data of the Republic of Lithuania and other legal acts;

14.2.4. The Sponsorship Application form with the forms of Annexes referred to in the Rules;

14.2.5. Deadlines for submission and evaluation of Applications;

14.2.6. Contacts for information on the activities of the Company and its Subsidiaries;

14.2.7. Information on the Sponsorship provided by the Sponsorship Providers in the current year and at least during the previous 3 (three) financial years;

14.2.8. Other information provided for in the Rules, the Company's internal legal acts, and the LoCS.

14.3. The publicity of the information shall be ensured by the Company's Manager.

## **15. FINAL PROVISIONS**

- 15.1. The Company's Manager shall be responsible for initiating amendments to the Rules, implementing the Rules and supervising and controlling their implementation.
- 15.2. The Rules may be amended by decision of the Board prior to the opening of each call for Applications, but no later than the end of the Application submission period. In exceptional cases (i.e. for important reasons which could not have been foreseen), where it is necessary to amend the Rules after the end of the application period, the Rules may be amended in accordance with the procedure laid down, while ensuring equal treatment and non-discrimination between all Applicants.
- 15.3. The Rules, their annexes and amendments shall be approved by the Board.
- 15.4. In the event that the legislation of the Sponsorship Recipient's country of registration imposes stricter requirements than the Rules, the requirements of the legislation of the relevant country shall apply.

## 16. ANNEXES TO THE RULES

Annex 1. Criteria for Awarding Sponsorship. Procedures for the Use of Sponsorship.

Annex 2. Application for Community Sponsorship.

Annex 3. Low-Value Application.

Annex 4. Declaration on the Compliance with Requirements of Article 9<sup>1</sup>(3) of the LoCS.

Annex 5. Draft Sponsorship Agreement.

Annex 6. Report on the Use of Community Sponsorship (and Low-Value Applications).

Annex 7. Community Sponsorship Application Evaluation Questionnaire.

Annex 8. Evaluation Questionnaire for Low-Value Applications for Community Sponsorship.

## 17. RELATED LEGAL ACTS

[Commission Regulation \(EU\) No. 2023/2831 of 18 December 2023 on the application of Articles 107 and 108 of the Treaty on the Functioning of the European Union to de minimis aid](#)

[Republic of Lithuania Law on Charity and Sponsorship \(current wording\)](#)

[Civil Code of the Republic of Lithuania \(current wording\)](#)

[Republic of Lithuania Law on Competition \(current wording\)](#)

[Republic of Lithuania Law on Legal Protection of Personal Data \(current wording\)](#)

[Description of the procedure for the recovery of unlawful or incompatible State aid or Insignificant \(de minimis\) aid approved by the Resolution of the Government of the Republic of Lithuania of 6 September 2004 No. 1136](#)

[Group Sponsorship and Humanitarian Aid Policy](#)

[Policy of Group's Sustainability](#)

[Standard for the application of group anti-corruption controls](#)

[Terms of Reference of the Group Evaluation Committee](#)