

1.	Name of service	Adjustment of the licence to engage in production of tobacco products ( hereinftr referred to as "the licence")
2.	Recipients of service	Undertaking which holds a licence
3.	Type of service: electronic/ non-electronic	Electronic
3.1	Link to electronic service	<a href="https://www.epaslaugos.lt/portal/service/24850/13222?searchId=47a1e16b-43bc-49ac-9057-2eedd02553ea">https://www.epaslaugos.lt/portal/service/24850/13222?searchId=47a1e16b-43bc-49ac-9057-2eedd02553ea</a>
3.2	Link to online application form (when electronic service unavailable)	
4.	Timeframe of service	The licence shall be adjusted not later than within 15 working days from the date of receipt of properly executed documents. In case not all documents have been provided the term shall be calculated from the date on which all documents have been submitted.
5.	Fees of service	State fee for the adjustment of the licence –51 Eur
6.	Cross-border payment measures and procedure	Beneficiary of the state fee – State Tax Inspectorate under the Ministry of Finance of the Republic of Lithuania, code 188659752, the fee shall be paid to the <a href="#">budget revenues collection account</a>
7.	Description of process for obtaining a service	<ol style="list-style-type: none"> <li>1. An undertaking shall pay a state fee of the set amount and shall submit an application and required documents.</li> <li>2. The Drug, Tobacco and Alcohol Control Department (hereinafter referred to as "the Departament") shall handle the application.</li> <li>3. The Departament shall take a decision to adjust a licence.</li> <li>4. The licence for an undertaking shall be adjusted using <a href="#">Licencies Informaton System</a>.</li> </ol>
8.	List of documents to be submitted to obtain a permit	<p>The licence shall be adjusted when:</p> <p>I. - addresses and denominations of the premises on the plan of the warehouses of wholesale trade in tobacco products and of the warehouses where they are stored or addresses of the production sites are deleted from the licence and it shall be required</p>

		<p>to provide:</p> <ul style="list-style-type: none"> <li>- application;</li> </ul> <p>II. –codes and names of the tobacco products intended to be additionally produced under the EC Combined Nomenclature are entered and it shall be required to provide:</p> <ul style="list-style-type: none"> <li>- application;</li> <li>- Approval of the State Consumers Rights Protection Authority that indicators of the tobacco products intended to be produced and indicated in the documents of the undertaking conform with safety and quality indicators provided for by the legal acts of the Republic of Lithuania.</li> </ul> <p>III. –addresses and denominations of the premises on the pan of the warehouses of the wholesale trade in additional tobacco products and/or of the warehouses in which tobacco products are stored and it shall be required to provide:</p> <ol style="list-style-type: none"> <li>1. application;</li> <li>2. Real Property Register and Cadastre documents on the warehouses from which wholesale in tobacco products will be carried out and/or in which these products will be stored: <ol style="list-style-type: none"> <li>2.1. copy of the premises' plan from the real property cadastral measurement file approved by the signature of the manager of the undertaking or a person authorized by him and by mark of veracity;</li> <li>2.2. copy of the explication of the interior areas of the building from the real property cadastral measurement file approved by the signature of the manager of the undertaking or a person authorized by him and by mark of veracity.</li> </ol> </li> </ol> <p>IV. – additional addresses of the production site are entered and it shall be required to provide:</p> <ul style="list-style-type: none"> <li>- application.</li> </ul>
9.	Contact details of the authority providing a service (position of responsible employee, name and surname, e-mail, phone no.)	Rita Vaitiekūnaitė, Chief Specialist of tobacco, alcohol, narcotic and psychotropic substances precursors licensing division. Tel (8 5) 266 8091, email <a href="mailto:rita.vaitiekunaite@ntakd.lt">rita.vaitiekunaite@ntakd.lt</a>
10.	Information concerning available remedies	Based on the procedure laid down by the Law on Administrative Proceedings of the Republic of Lithuania

11.	Contact details of organisations from which providers or recipients can obtain practical assistance	