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| 1.   | Name of service   | Supplementation of the licence to engage in wholesale trade in non-alimentary alcoholic solutions with fragrant material additives (hereinafter 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/26022/13222?searchId=7525403e-5cff-4c03-9c2c-067ea50a6250">https://www.epaslaugos.lt/portal/service/26022/13222?searchId=7525403e-5cff-4c03-9c2c-067ea50a6250</a>   |
| 3.2. | Link to online application form (when electronic service unavailable) |   |
| 4.   | Timeframe of service  | Decision on the supplementation of the licence shall be taken not later than within 15 working days from the date of submitting documents required to supplement the licence. In case not all necessary documents have been submitted or the submitted documents have failed to comply with the set requirements, the term shall be calculated from the date of submitting all documents (this term shall not cover the time over which the undertaking submits additional or adjusted documents).  |
| 5.   | Fees of service   | State fee for supplementing the licence – 86 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><br><br>Payment code 5753.   |
| 7.   | Description of process for obtaining a service                        | An undertaking shall pay a state fee of the set amount and shall submit an application and required documents.<br>2. The Drug, Tobacco and Alcohol Control Department (hereinafter referred to as "the Department") shall handle the application.<br>3. The Department shall take a decision to supplement a licence.<br>4. The licence for an undertaking shall be supplemented using <a href="#">Licences Information System</a> .  |
| 8.   | List of documents to be submitted to obtain a service                 | 1. Application.<br>2. Real Property Register and Cadastre documents on the warehouses from which wholesale in alcohol products will be carried out and/or in which these products will be stored:<br>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;<br>2.2. copy of the explication of the interior areas of the building from the real property cadastral measurement file approved by the |

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|     |  | signature of the manager of the undertaking or a person authorized by him and by mark of veracity.  |
| 9.  | Contact details of the authority providing a service (position of responsible employee, name and surname, e-mail, phone no.) | Irena Žlabienė, Chief Specialist of tobacco, alcohol, narcotic and psychotropic substances precursors licensing division. Tel. 8 7066 80 91, email <a href="mailto:irena.zlabiene@ntakd.lt">irena.zlabiene@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                          |   |

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