

1.	Name of service	Issuance of licence to engage in wholesale trade in alimentary alcoholic solutions with fragrant material additives (hereinafter referred to as "the licence")
2.	Recipients of service	Legal persons established in the Republic of Lithuania, branches of foreign legal persons established under procedure laid down by the laws of the Republic of Lithuania (hereinafter referred to as "the undertaking")
3.	Type of service: electronic/ non-electronic	Electronic
3.1.	Link to electronic service	<a href="https://www.epaslaugos.lt/portal/service/26023/13222?searchId=06de3e6e-3a5f-4e90-bbb0-a3e9f9a28c89">https://www.epaslaugos.lt/portal/service/26023/13222?searchId=06de3e6e-3a5f-4e90-bbb0-a3e9f9a28c89</a>
3.2.	Link to online application form (when electronic service unavailable)	
4.	Timeframe of service	The licence shall be issued not later than within 30 calendar days from the date of receipt of all properly executed documents required to issue a licence. In case not all, incorrectly filled in documents or incorrect data have been provided, the term shall be calculated from the date of receipt of all or supplemented (adjusted) documents.
5.	Fees of service	State fee for issuance of the licence – 289 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>  Payment code 5753.
7.	Description of process for obtaining a service	1. An undertaking shall pay a state fee of the set amount and shall submit an application and required documents. 2. The Drug, Tobacco and Alcohol Control Department (hereinafter referred to as "the Department") shall handle the application. 3. The Department shall take a decision to issue a licence. 4. The licence for the undertaking shall be issued using <a href="#">Licences Information System</a> .
8.	List of documents to be submitted to obtain a permit	1. Application. 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: 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; 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. <i>Important:</i> an undertaking must hold an Approval Certificate of Food Business Operator issued by State Food and Veterinary Service (it shall not be required to submit it).
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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