

1.	Name of service	Supplementation of licence to produce beer, beer with non-alcoholic drinks mixtures (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/24854/13222?searchId=f3205449-751c-4303-8534-9db4593aeb15">https://www.epaslaugos.lt/portal/service/24854/13222?searchId=f3205449-751c-4303-8534-9db4593aeb15</a>
3.2	Link to online application form ( <i>when electronic service unavailable</i> )	
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 receipt of documents required to supplement a licence. In case not all documents have been submitted the term shall be calculated from the date of submitting all documents.
5.	Fees of service	State fee for the supplementation of the licence –53 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 supplement a licence. 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 permit	1. Undertaking willing to supplement a licence with new addresses of the warehouses in which alcoholic products are stored and from which they are sold shall submit to the Department an application, 2. Undertaking willing to supplement a licence with new addresses of the production site shall submit to the Department:

		<p>2.1. an application,</p> <p>2.2. documents approving that qualification of alcoholic products quality analysis laboratories and production staff conform with requirements for the qualification of the staff of the undertakings producing alcoholic products.</p> <p>3. An undertaking willing to supplement a licence with new codes under the Combined Nomenclature of the European Community shall submit to the Department an application.</p> <p><u>Important:</u> an undertaking must hold an Approval Certificate of Food Business Operator issued by State Food and Veterinary Service; approved normative documents which set out safety and quality indicators of the produced or intended to be produced products conforming with safety and quality indicators set and applied for alcoholic products; documents whereby it is approved that the equipment of the undertaking conforms with technological requirements; a certificate issued by SFVS on the approval carried out by alcoholic products quality analysis laboratory under established procedure (this certificate shall not be required if an undertaking produces up to 5000 hectolitres of beer per year).</p>
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	