

1.	Name of service	Issuance of the licence to produce alcohol products, including alcoholic beverages of not more than 22 percent ethyl alcohol by volume (hereinafter referred to as "the licence")
2.	Recipients of service	Legal person or a branch of the foreign legal person registered in Lithuania (hereinafter referred to as "the undertaking").
3.	Type of service: electronic/ non-electronic	Electronic
3.1	Link to electronic service	https://www.epaslaugos.lt/portal/service/24857/13222?searchId=9e1081c0-7ed6-4fb4-82e9-e5df89f2b000
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 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 issuance of the licence –1146 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 budget revenues collection account 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 an undertaking shall be issued using Licences Information System .

8.	List of documents to be submitted to obtain a permit	<p>1. Application</p> <p>2. Documents proving that qualification of alcohol products quality analysis laboratory and production staff conforms with requirements for the staff of the undertakings producing alcohol products.</p> <p>3. Undertakings producing up to 5000 hectolitres of beer or 100 hectolitres of naturally fermented mead or fruit vine per year and having no possibility to equip their own laboratory shall submit a copy of the agreement on alcohol products quality analysis concluded with another institution's or undertaking's alimentary products quality analysis laboratory approved according to the established procedure.</p> <p><u>Important:</u> an undertaking must hold an Approval Certificate of Food Business Operator issued by State Food and Veterinary Service (it shall not be required to provide this certificate to the Department); 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 on alcohol products; documents whereby it is approved that equipment of the undertaking conforms with technological requirements; a certificate issued by SFVS on the approval carried out by alcohol products quality analysis laboratory under established procedure (this certificate shall not be required if an undertaking produces up to 5000 hectolitres of beer or up to 100 hectolitres of naturally fermented mead or fruit vine 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 rita.vaitiekunaite@ntakd.lt
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	