

1.	Name of service	Supplementation of the licence to produce alcohol products, including alcoholic beverages of not more than 22 per centethyl alcohol by volume (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/24857/13222?searchId=9e1081c0-7ed6-4fb4-82e9-e5df89f2b000">https://www.epaslaugos.lt/portal/service/24857/13222?searchId=9e1081c0-7ed6-4fb4-82e9-e5df89f2b000</a>
3.2.	Link to online application form (when <i>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 the application and documents required to supplement the 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	<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 Department") shall handle the application.</li> <li>3. The Department shall take a decision to supplement a licence.</li> <li>4. The licence for an undertaking shall be supplemented using <a href="#">Licences Information System</a>.</li> </ol>

8.	List of documents to be submitted to obtain a permit	<p>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,</p> <p>2. Undertaking willing to supplement a licence with new addresses of the production site shall submit to the Department:</p> <p>2.1. application,</p> <p>2.2. documents proving that qualification of the staff of alcohol products quality analysis laboratories and production conforms with the requirements approved by State Food and Veterinary Service for the qualification of the staff of the undertakings producing alcohol products.</p> <p>3. 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 (not required to be provided 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 for alcohol 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 under established procedure by alcohol products quality analysis laboratory (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 <a href="mailto:rita.vaitiekunaite@ntakd.lt">rita.vaitiekunaite@ntakd.lt</a>
10.	Information concerning available	Based on the procedure laid down by the Law on

	remedies	Administrative Proceedings of the Republic of Lithuania
11.	Contact details of organisations from which providers or recipients can obtain practical assistance	