

1.	Name of service	Adjustment of the licence to produce alcohol products, including alcoholic beverages (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/24856/13222?searchId=1cd2f6ae-1a9b-4160-83cc-d6e6d87e181c">https://www.epaslaugos.lt/portal/service/24856/13222?searchId=1cd2f6ae-1a9b-4160-83cc-d6e6d87e181c</a>
3.2	Link to online application form (when electronic service unavailable)	
4.	Timeframe of service	Decision on the adjustment 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 adjust 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 adjustment 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. 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 adjust a licence. 4. The licence for an undertaking shall be adjusted using <a href="#">Licences Information System</a> .
8.	List of documents to be submitted to obtain a permit	When it is requested to delete the address of the production site or of the warehouse in which alcoholic products were stored and from which they were sold, it shall be required to submit:

		– application.
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	