

1.	Name of service	Issuance of licence to engage in wholesale trade in tobacco products (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/24849/13222?searchId=be781967-ae50-41e5-b765-328e231f439d
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 –1158 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	1. Application; 2. Documents on the warehouses from which

	to obtain a permit	wholesale in tobacco products will be carried out and/or in which these products will be stored and documents of Real Property Register and Cadastre: 2.1. copy of the premises' plan from 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.
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	