

1.	Name of service	Adjustment of the licence to engage in wholesale trade in tobacco products (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	https://www.epaslaugos.lt/portal/service/24849/13222?searchId=be781967-ae50-41e5-b765-328e231f439d
3.2	Link to online application form <i>(when electronic service unavailable)</i>	
4.	Timeframe of service	The licence shall be adjusted not later than within 5 working 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 the adjustment of the licence –86 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 adjust a licence. 4. The licence for an undertaking shall be adjusted using Licencies Informaton System .
8.	List of documents to be submitted to obtain a permit	The licence shall be adjusted when: I. - addresses and denominations of the premises on the plan of the warehouses of wholesale trade in tobacco products and of the warehouses where they are stored are deleted from the licence and it shall be required to provide:

		<p>- application;</p> <p>II.–new addresses and denominations of the premises on the plan of the warehouses wherefrom wholesale trade in tobacco products will be carried out and/or in which these product will be stored will be entered and it shall be required to provide:</p> <p>1. application;</p> <p>2. Real Property Register and Cadastre documents of the warehouses wherefrom wholesale trade in tobacco products will be carried out and/or in which these products will be stored:</p> <p>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;</p> <p>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.</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	