

1.	Name of service	Issuance of the duplicate of the special licence for the activity involving precursors of narcotic and psychotropic substances (hereinafter referred to as "the special licence")
2.	Recipients of service	Economic entity which had and lost or damaged a special licence
3.	Type of service: electronic/ non-electronic	Electronic
3.1	Link to electronic service	https://www.epaslaugos.lt/portal/service/26028/13222?searchId=30fd4376-9ec9-4770-8993-d225d85c0ae7
3.2	Link to online application form (when electronic service unavailable)	
4.	Timeframe of service	Duplicate of the special licence shall be issued not later than within 5 working days from the date of receipt of the application. If incomplete or incorrect application has been completed or if incorrect data have been provided, the term will be calculated from the date of submitting adjusted and/or supplemented application.
5.	Fees of service	State fee for issuance of the duplicate of the special licence - 55Eur
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	<ol style="list-style-type: none"> 1. The economic entity 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 issue a duplicate of the special licence. 4. Duplicate of the special licence shall be issued with a mark „Duplicate“. 5. Information on issuance of the duplicate of the special licence shall be announced in the Licences

		<u>Information System</u>
8.	List of documents to be submitted to obtain a permit	1. 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 <u>rita.vaitiekunaite@ntakd.lt</u>
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	