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| 1.  | Name of service  | Adjustment 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 holds a special licence  |
| 3.  | Type of service: electronic/ non-electronic                              | Electronic   |
| 3.1 | Link to electronic service   | <a href="https://www.epaslaugos.lt/portal/service/26028/13222?searchId=30fd4376-9ec9-4770-8993-d225d85c0ae7">https://www.epaslaugos.lt/portal/service/26028/13222?searchId=30fd4376-9ec9-4770-8993-d225d85c0ae7</a>  |
| 3.2 | Link to online application form<br>(when electronic service unavailable) |  |
| 4.  | Timeframe of service   | Special licence shall be adjusted not later than within 30 working days from the date of the receipt of properly executed documents. If not all documents have been provided, the term will be calculated from the date of submitting all documents.   |
| 5.  | Fees of service  | State fee for issuance of the special licence – 34 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><br><br>Payment code 5753.  |
| 7.  | Description of process for obtaining a service                           | 1. The economic entity shall pay a state fee of the set amount and shall submit an application and required documents.<br>2. The Drug, Tobacco and Alcohol Control Department (hereinafter referred to as "the Department") shall handle the application.<br>3. The Department shall take a decision to adjust a licence.<br>4. Adjusted paper licence shall be issued.<br>5. Information on the adjusted special licence shall be placed on the <a href="#">Licences Information System</a> |
| 8.  | List of documents to be submitted to obtain a permit                     | 1. Application<br>2.If the address of the location of the activity is adjusted, then a <u>Statement</u> on the conformity with   |

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|     |  | the requirements for the protection and storage of the precursors of narcotic and psychotropic substances shall be submitted  |
| 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                          |   |