

L-23

1 ·	Name of service	Supplementation of permits to purchase and/or use ethyl alcohol
2 ·	Recipients of service	Legal person established in the Republic of Lithuania, branch of the foreign legal person established under procedure laid down by the laws of the Republic of Lithuania, European legal person and its branch (hereinafter referred to as a "economic entity ") which holds a permit to purchase and/or use ethyl alcohol.
3 ·	Type of service: electronic/ non-electronic	Non-electronic
3 · 1 ·	Link to electronic service	
3 · 2 ·	Link to online application form (<i>when electronic service unavailable</i>)	http://ntakd.lrv.lt/uploads/ntakd/documents/files/Licencijavimas/2017L23.docx
4 ·	Timeframe of service	Decision to supplement or refuse to supplement a permit shall be taken and the permit shall be supplemented or the economic entity shall be notified of the decision not to supplement a permit not later than within 5 working days from the date of receipt of all properly executed documents that are needed to supplement the permit.
5.	Fees of service	State fee for: - supplementation of the permit to purchase non-denatured ethyl alcohol – 14 Eur; - supplementation of the permit to purchase and use denatured ethyl alcohol – 18 Eur; - supplementation of the permit to use denatured ethyl alcohol – 18 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.

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7.	Description of process for obtaining a service	<p>Economic entity shall pay a state fee of the set amount and shall submit the application.</p> <p>2. The Drug, Tobacco and Alcohol Control Department (hereinafter referred to as "the Department") shall handle the application.</p> <p>3. The Department shall take a decision to supplement a permit.</p> <p>4. The permit shall be supplemented using Licences Information System.</p>
8.	List of documents to be submitted to obtain a permit	Application of the prescribed form.
9.	Contact details of the authority providing a service (position of responsible employee, name and surname, e-mail, phone no.)	Jolita Ignatavičienė, Chief Specialist of tobacco, alcohol, narcotic and psychotropic substances precursors licensing division, tel. (8 5) 266 8091, email jolita.ignataviciene@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	