

## SERVICE PROVIDED BY THE ADMINISTRATION OF MARIJAMPOLĖ MUNICIPALITY

1.	Service name	Issue, supplement, update, suspension, suspension cancellation, revocation of the licence to engage in retail trade in alcoholic drinks
2.	Service recipients	Business entities Foreigners
3.	Service type: electronic/ non-electronic service	Electronic service Non-electronic service
3.1.	Reference to e-service ( <i>in the case of an electronic service</i> )	<a href="https://www.epaslaugos.lt/portal/service/42523/23640">https://www.epaslaugos.lt/portal/service/42523/23640</a>
3.2.	Reference to the application form(s) ( <i>in the case of a non-electronic service</i> )	<a href="https://www.marijampole.lt/go.php/lit/Licencijos-verstis-mazmenine-prekyba-alkoholiniais-gerimais-idavimas-licencijymo-panaikinimas-panaikinimas">https://www.marijampole.lt/go.php/lit/Licencijos-verstis-mazmenine-prekyba-alkoholiniais-gerimais-idavimas-licencijymo-panaikinimas-panaikinimas</a>
4.	Service provision term	Licence issue – 30 days Update, supplement – 15 business days
5.	Service price	Licence issue – EUR 490 Licence update, supplement – EUR 112
6.	Methods and procedure of payment for the service ( <i>including the possibility of payment for foreigners</i> )	<p>Payment requisites:  <b>Payee:</b> State Tax Inspectorate under the MF RL  <b>Entity code:</b> 188659752  <b>Payment code:</b> 52318</p> <p><b>Payee's bank name:</b> AB „Citadele“ bankas  <b>Account number:</b> LT78 7290 0000 0013 0151;  SWIFT code – INDULT2X</p> <p><b>Payee's bank name:</b> AB SEB bankas  <b>Account number:</b> LT05 7044 0600 0788 7175;  SWIFT code – CBVILT2X</p> <p><b>Payee's bank name:</b> Akcinė bendrovė Šiaulių bankas  <b>Account number:</b> LT32 7180 0000 0014 1038;  SWIFT code – CBSBLT26</p> <p><b>Payee's bank name:</b> Luminor Bank AB  <b>Account number:</b> LT74 4010 0510 0132 4763;  SWIFT code – AGBLLT2X</p> <p><b>Payee's bank name:</b> Luminor Bank AB  <b>Account number:</b> LT12 2140 0300 0268 0220;  SWIFT code – NDEALT2X</p> <p><b>Payee's bank name:</b> „Swedbank“, AB  <b>Account number:</b> LT24 7300 0101 1239 4300;  SWIFT code – HABALT22</p> <p><b>Payee's bank name:</b> UAB Medicinos bankas  <b>Account number:</b> LT42 7230 0000 0012 0025;  SWIFT code – MDBALT22</p>
7.	Service provision process description	Acceptance of the application, collection and verification of information from respective authorities, preparation of the order, issue of the

		licence through the Information System of Licences
8.	Information and documents to be submitted by the person	<p>For the issue of the licence the company shall submit:</p> <ol style="list-style-type: none"> <li>1. The application;</li> <li>2. The consent of the majority of the owners of the residential premises and tenants of the non-privatized apartments of a multi-apartment building according to requirements of Article 18<sup>1</sup>(4)(5) of the Law of the Republic of Lithuania on Alcohol Control when trade in alcoholic beverages will be carried out in a multi-apartment building;</li> <li>3. A document issued by a competent authority of the country of establishment of the European legal entity or its branch demonstrating that there is no effective judgment of conviction, court ruling or order, an effective relevant decision in respect of such legal entity, its branch or their managers regarding the imposition of a penalty for the contraband of alcohol products, the illegal sale, storage or shipment of alcohol beverages without the excise stamps, the sale, storage or shipment of counterfeit alcohol and the translation of this document into Lithuanian.</li> </ol> <p>For the update, suspension or cancellation of the licence the company shall submit the application.</p> <p>For the cancellation of licence suspension the company shall submit:</p> <ol style="list-style-type: none"> <li>1. The application.</li> <li>2. Documents demonstrating the rectification of infringements when the licence was suspended for infringements of licensed activities</li> </ol>
9.	The service provider's contact details (the responsible employee's position, forename and surname, e-mail address, phone number)	<p>Zita Bungardienė, the Chief Specialist of the Public Order Division  Phone: +370 343 90 023,  e-mail: zita.bungardiene@marijampole.lt</p>
10.	The procedure of appealing against acts (omissions) of the service provider	According to the procedure established by legal acts
11.	Contact details of the organisations (if any) that can provide the necessary information or practical assistance to service recipients	Drug, Tobacco and Alcohol Control Department (Vilnius, Šv. Stepono g. 27)