

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 tobacco products
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>)	https://www.epaslaugos.lt/portal/service/42524/23640
3.2.	Reference to the application form(s) (<i>in the case of a non-electronic service</i>)	https://www.marijampole.lt/go.php/lit/Licencijos-verstis-mazmenine-prekyba-tabako-gaminiais-idavimas-papildymas-patinimas-galiojimo-panaikinimas
4.	Service provision term	Licence issue not later than on the next business day after receiving the notification at the authority issuing licences and when the day from which a legal person or a branch of a foreign legal person intends to start engaging in retail trade in tobacco products is specified in the notification and is later than the next business days after the day of receiving the notification – not later than on the day specified in the notification an entry about the issued licence to engage in retail trade in tobacco products shall be made in the register of licences. Licence update – within 5 business days
5.	Service price	Licence issue – EUR 190 Licence update – EUR 112
6.	Methods and procedure of payment for the service (<i>including the possibility of payment for foreigners</i>)	<p>Payment requisites: Payee: State Tax Inspectorate under the MF RL Entity code: 188659752 Payment code: 52418</p> <p>Payee's bank name: AB „Citadele“ bankas Account number: LT78 7290 0000 0013 0151; SWIFT code – INDULT2X</p> <p>Payee's bank name: AB SEB bankas Account number: LT05 7044 0600 0788 7175; SWIFT code – CBVILT2X</p> <p>Payee's bank name: Akcinė bendrovė Šiaulių bankas Account number: LT32 7180 0000 0014 1038; SWIFT code – CBSBLT26</p> <p>Payee's bank name: Luminor Bank AB Account number: LT74 4010 0510 0132 4763; SWIFT code – AGBLLT2X</p> <p>Payee's bank name: Luminor Bank AB Account number: LT12 2140 0300 0268 0220; SWIFT code – NDEALT2X</p> <p>Payee's bank name: „Swedbank“, AB Account number: LT24 7300 0101 1239 4300; SWIFT code – HABALT22</p> <p>Payee's bank name: UAB Medicinos bankas</p>

		Account number: LT42 7230 0000 0012 0025; SWIFT code – MDBALT22
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	For the issue of the license the company shall submit: 1. The notification about the intention to engage in retail trade of tobacco products. 2. The document specified in Article 11(10) of the Law on Tobacco Control and its translation into Lithuanian (the document shall be submitted when the notification given by the company established in another country member of the Agreement on the European Economic Area). For the update, suspension, revocation of the licence the company shall submit the application. For the cancellation of the licence suspension the company shall submit: 1. The application. 2. Documents demonstrating the rectification of infringements when the licence was suspended for infringements of licensed activities
9.	The service provider's contact details (the responsible employee's position, forename and surname, e-mail address, phone number)	Dana Makauskienė, the Chief Specialist of the Public Order Division Phone: +370 343 90 023, 8 610 40 415 e-mail: dana.makauskiene@marijampole.lt or prekyba@marijampole.lt
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 (<i>if any</i>) that can provide the necessary information or practical assistance to service recipients	Drug, Tobacco and Alcohol Control Department (Vilnius, Šv. Stepono g. 27)