



Standard Operating Procedure (SOP)

Service: Jharkhand Excise Licensing
Sub Service: **RENEWAL OF SALE OF FOREIGN LIQUOR
IN MALL. (Brands which price is not less than Rs. 600/- (Off Sale) (Excise
Form)**

ACT – Jharkhand Excise Act, 1915

RENEWAL OF SALE OF FOREIGN LIQUOR IN MALL. (Brands which price is not less than Rs. 600/- (Off Sale) (Excise Form)-		
Steps	Verification	Documents/Information Needed at the time of application
Applicant should fill the attached form with relevant documents		
Fill the required details by the applicant		<ul style="list-style-type: none">❖ Name of applicant & attested photo (for I.D. proof - Aadhar Card or voter I.D. card or PAN No.)❖ Father's Name of the applicant❖ Local address of applicant with address proof (For correspondence address proof aadhar card or voter ID card or Driving License or Bank Statement or passport)❖ Permanent address of applicant with proof. For residential proof- passport or certificate from SDO or Electricity Bill or telephone bill or bank statement)❖ E-mail Address.❖ Date of birth of applicant with proof

		<ul style="list-style-type: none"> ❖ For ID proof - Aadhar card or Voter ID card or Pan No. ❖ For residential proof- Certificate from SDO or Electricity bill, Telephone bill or bank account. ❖ For correspondence address passport or Voter ID Card, Driving License, Aadhar Card or Bank Statement. ❖ Whether applicant is income tax assessee or not. ❖ Location of Proposed area of the district where applicant wants to set up Sale of Foreign Liquor from Mall. ❖ Applicant must give declaration that he is ready to pay the license fee and security money. ❖ Applicant must give declaration that Mall has area not less than 50000 square feet. except parking area.
Documents required with Application for Renewal Of Licence before 31 st March.		<p><u>In case Of Company</u></p> <ul style="list-style-type: none"> ➤ Resolution passed by the Board of Directors regarding renewal of licence. ➤ General Power of Attorney to the applicant by the Authorised director of Board to the Applicant for Excise Purpose. ➤ Authorised Signatory can declare the representative merely for Excise dealings.) ➤ List of Present Directors with DIN No. supported by Form-32 issued by Company Registrar. ➤ Certificate issued by Company Registrar regarding Company not in liquidation. ➤ Income Tax Assessment Certificate. ➤ Affidavit regarding no dues

		<p>of excise or any other Government Department.</p> <ul style="list-style-type: none"> ➤ Any other documents required by licensing authority. ➤ GST Clearance <p><u>Incase Of Partnership Firm</u></p> <ul style="list-style-type: none"> ➤ Joint consent of every partners regarding renewal of licence. ➤ General Power of Attorney to the applicant by the Partners to the applicant for excise purpose. ➤ List of Partners with present Local Address Proof. ➤ Income Tax Assessment. ➤ Declaration Of Firm's Partner that who will represent in Excise Department. ➤ Affidavit regarding no dues of excise or any other Government Department. ➤ GST Clearance ➤ Any other document/documents which required by licensing authority. <p><u>Incase Of Proprietorship Firm</u></p> <ul style="list-style-type: none"> ➤ General Power of Attorney to the applicant by the 	
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		<p>Proprietor to the applicant for excise purpose.</p> <ul style="list-style-type: none"> ➤ Income Tax Assessment Certificate. ➤ Declaration Of Firm's Proprietor that who will represent in Excise Department. ➤ Affidavit regarding no dues of excise or any other Government Department. ➤ GST Clearance. ➤ Any other document/documents which required by licensing authority. <p><u>Incase Of Individual</u></p> <ul style="list-style-type: none"> ➤ Income Tax Assessment Certificate. ➤ Affidavit regarding no dues of excise or any other Government Department. ➤ GST Clearance Certificate. ➤ Any other document/documents which required by licensing authority. 		
D.C. will verify the required documents			10 working days	D.C. Of concerned District.

Note:-For Proper verification of the documents the D.C., District Excise Officer or Excise Commissioner may call the applicant to be present in person before the enquiry authority.