

**Renewal Of License Of Compounding/Blending/Bottling/Distributorship of Foreign Liquor.**  
**(Excise Form-19,19B,19C &20)**

Steps	Verification	Documents/Information Needed At The Time Of Application	Time-Lines	Contact Person
Applicant Should Fill the Form With Relevant Documents				Deputy Commissioner Of Concerned District
Fill the required details by the Applicant by 10 th of January.		<ul style="list-style-type: none"> <li>❖ Name Of Applicant &amp; Photo.</li> <li>❖ Local Address Of Applicant with address proof.</li> <li>❖ Name of style of business.</li> <li>❖ Income tax Clearence Certificate.</li> <li>❖ Applicant must give declaration that he is ready to pay the annual license fee in advance.</li> </ul>		Deputy Commissioner Of Concerned District
Documents required with Application for Granting Of Licence before 31 <sup>st</sup> March.		<p><b><u>In case Of Company</u></b></p> <ul style="list-style-type: none"> <li>➤ Resolution passed by the Board of Directors regarding proposed set-up of Bottling Plant.</li> <li>➤ General Power of Attorney to the applicant by the Authorised director of Board to the Applicant for Excise Purpose.</li> <li>➤ List of Directors with DIN No. supported by Form-32 issued by Company Registrar.</li> <li>➤ Certificate issued by Company Registrar regarding Company not in liquidation.</li> <li>➤ Income Tax Clearence Certificate.</li> <li>➤ Affidavit regarding no dues of excise or any other Government Department.</li> </ul>		

		<ul style="list-style-type: none"> <li>➤ Affidavit regarding company not black listed in any state.</li> <li>➤ Sale tax Clearance Certificate from the concerned Sales Tax Authority where firm is presently working.</li> <li>➤ Fire Proof Certificate of Proposed Bottling Plant from Competent Authority.</li> <li>➤ Self-attested Aadhaar Card/Pan Card &amp; Rent Agreement</li> </ul> <p><b><u>Incase Of Partnership Firm</u></b></p> <ul style="list-style-type: none"> <li>➤ Joint consent of every partners regarding establishment of bottling Plant.</li> <li>➤ General Power of Attorney to the applicant by the Partners to the applicant for excise purpose.</li> <li>➤ List of Partners with Local Address Proof.</li> <li>➤ Income Tax Clearance Certificate..</li> <li>➤ Affidavit regarding no dues of excise or any other Government Department.</li> <li>➤ Affidavit regarding Firm is not black listed in any state.</li> <li>➤ Sale tax Clearance Certificate from the concerned Sales Tax Authority where firm is presently working.</li> <li>➤ Fire Proof Certificate of Proposed Bottling Plant from Competent Authority.</li> <li>➤ Self-attested Aadhaar Card/Pan Card &amp; Rent Agreement</li> </ul>	
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Application Should be submitted at D.C. Office with all document mentioned either for grant of letter of intent/licence				D.C. Of concerned District.
D.C. will verify the required documents and grant renewal.			<b>10 working days</b>	D.C. Of concerned District.