

**License For Setting up Compounding/Blending/Bottling/Distributorship of Foreign Liquor.**

**(Excise Form-19,19B,19C &20)**

Note:- Applicant must declare by affidavit that after grant of letter of intent how many time required when the proposed Bottling Plant is ready to work. After set-up of Bottling Plant for the Licence Details of documents must be submitted before the Licencing Authority and then time-line applied.

| <b>Steps</b>   | <b>Verification</b> | <b>Documents/Information Needed At The Time Of Application</b>   | <b>Time-Lines</b> | <b>Contact Person</b>                     |
|--|---------------------|--|-------------------|---|
| Applicant Should Fill the Form With Relevant Documents       |                     |  |                   | Deputy Commissioner Of Concerned District |
| Fill the required details by the Applicant                   |                     | <ul style="list-style-type: none"> <li>❖ Name Of Applicant &amp; Photo.</li> <li>❖ Father's Name of the applicant</li> <li>❖ Local Address Of Applicant with address proof.</li> <li>❖ Permanent address of applicant with proof.</li> <li>❖ Date of birth of Applicant with proof.</li> <li>❖ Name of style of business.</li> <li>❖ Whether applicant is income tax assesee or not..</li> <li>❖ Name of Proposed place of the district where applicant wants to set up the Bottling Plant.</li> <li>❖ Applicant must give declaration that he is ready to pay the annual license fee in advance.</li> <li>❖ Applicant must declare by affidavit that after grant of letter of intent how many time required when the proposed Bottling Plant is ready to work.</li> </ul> |                   | Deputy Commissioner Of Concerned District |
| Documents required with Application for Granting Of Licence. |                     | <b><u>In case Of Company</u></b> <ul style="list-style-type: none"> <li>➤ Memorandum &amp; Article Of Association.</li> <li>➤ Resolution passed by the Board of Directors</li> </ul>   |                   |   |

|  |  |   |  |  |
|--|--|---|--|--|
|  |  | <p>regarding proposed set-up of Bottling Plant.</p> <ul style="list-style-type: none"> <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 Return of Company (Three years) .</li> <li>➤ Balance-Sheet of Company.</li> <li>➤ Character Certificate Of applicant Issued by the officer not below the rank of S.D.O./D.S.P. issued within six months from the date of application.</li> <li>➤ Project Report of Proposed Bottling Plant.</li> <li>➤ Proposed brands information.</li> <li>➤ Fund arrangement mode by the company for proposed set-up of bottling Plant.</li> <li>➤ Clearance certificate of Proposed Land for set-up of bottling plant from Registration, Revenue &amp; Land Department.</li> <li>➤ Clearance certificate from water resource department under the relevant Act &amp; Rules.</li> <li>➤ Clearance Certificate from Pollution Control Department under relevant Act &amp; Rules.</li> </ul> |  |  |
|--|--|---|--|--|

|  |  |   |  |  |
|--|--|---|--|--|
|  |  | <ul style="list-style-type: none"> <li>➤ Environmental Clearance from Govt. Of India.</li> <li>➤ Conscent letter from concerned Gram Sabha or authority regarding propped establishment of bottling plant.</li> <li>➤ Affidavit regarding no dues of excise or any other Government Department.</li> <li>➤ Affidavit regarding company not black listed in any state.</li> <li>➤ Three Blue Print Map Of Proposed Bottling Plant with marked spaces consisting signature of Applicant, Enquiry Officer, District Excise Officer &amp; Deputy Commissioner of district</li> <li>➤ Sales Tax Registration &amp; 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> </ul> <p><b><u>Incase Of Partnership Firm</u></b></p> <ul style="list-style-type: none"> <li>➤ Registered Partnership Deed.</li> <li>➤ Joint conscent 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 &amp; Permanent Address Proof.</li> </ul> |  |  |
|--|--|---|--|--|

|  |  |  |  |  |
|--|--|--|--|--|
|  |  | <ul style="list-style-type: none"> <li>➤ Income Tax Return of Partnership Firm (Three years) .</li> <li>➤ Balance-Sheet of Firm.</li> <li>➤ Character Certificate Of applicant Issued by the officer not below the rank of S.D.O./D.S.P. issued within six months from the date of application.</li> <li>➤ Character Certificate Of every Partners Issued by the officer not below the rank of S.D.O./D.S.P. issued within six months from the date of application.</li> <li>➤ Declaration Of Firm's Partner that who will represent in Excise Department.</li> <li>➤ Project Report of Proposed Bottling Plant.</li> <li>➤ Proposed brands information.</li> <li>➤ Fund arrangement mode by the Firm for proposed set-up of bottling plant.</li> <li>➤ Clearence certificate of Proposed Land for set-up of bottling plant from Registration, Revenue &amp; Land Department.</li> <li>➤ Clearence certificate from water resource department under the relevant Act &amp; Rules.</li> <li>➤ Clearence Certificate from Pollution Control Department under relevant Act &amp; Rules.</li> <li>➤ Environmental Clearence from Govt. Of India.</li> <li>➤ Conscent letter from concerned Gram Sabha or authority regarding propped establishment of distillery.</li> </ul> |  |  |
|--|--|--|--|--|

|  |  |  |  |  |
|--|--|--|--|--|
|  |  | <ul style="list-style-type: none"> <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>➤ Sales Tax Registration &amp; Sale tax Clearance Certificate from the concerned Sales Tax Authority where firm is presently working.</li> <li>➤ Three Blue Print Map Of Proposed Bottling Plant with marked spaces consisting signature of Applicant, Enquiry Officer, District Excise Officer &amp; Deputy Commissioner of district</li> <li>➤ Fire Proof Certificate of Proposed Bottling Plant from Competent Authority.</li> </ul> <p><b><u>Incase Of Proprietorship Firm</u></b></p> <ul style="list-style-type: none"> <li>➤ Registered Proprietorship Deed..</li> <li>➤ General Power of Attorney to the applicant by the Proprietor to the applicant for excise purpose.</li> <li>➤ Address Proof.</li> <li>➤ Income Tax Return of Proprietorship Firm (Three years)</li> <li>➤ Balance-Sheet of Firm.</li> <li>➤ Character Certificate Of applicant Issued by the officer not below the rank of S.D.O./D.S.P. issued within six months from the date of application.</li> <li>➤ Character Certificate Of Proprietor Issued by the</li> </ul> |  |  |
|--|--|--|--|--|

|  |  |   |  |  |
|--|--|---|--|--|
|  |  | <p>officer not below the rank of S.D.O./D.S.P. issued within six months from the date of application.</p> <ul style="list-style-type: none"> <li>➤ Declaration Of Firm's Proprietor that who will represent in Excise Department.</li> <li>➤ Project Report of Proposed Bottling Plant.</li> <li>➤ Proposed brands information.</li> <li>➤ Fund arrangement mode by the Firm for proposed set-up of bottling plant.</li> <li>➤ Clearence certificate of Proposed Land for set-up of bottling plant from Registration, Revenue &amp; Land Department.</li> <li>➤ Clearence certificate from water resource department under the relevant Act &amp; Rules.</li> <li>➤ Clearence Certificate from Pollution Control Department under relevant Act &amp; Rules.</li> <li>➤ Environmental Clearence from Govt. Of India.</li> <li>➤ Conscent letter from concerned Gram Sabha or authority regarding propsed establishment of bottling plant.</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>➤ Sales Tax Registration &amp; Sale tax Clearence Certificate from the concerned Sales Tax Authority where firm is presently working.</li> </ul> |  |  |
|--|--|---|--|--|

|   |  |   |                         |                                 |
|---|--|---|-------------------------|---------------------------------|
|   |  | <ul style="list-style-type: none"> <li>➤ Three Blue Print Map Of Proposed Bottling Plant with marked spaces consisting signature of Applicant, Enquiry Officer, District Excise Officer &amp; Deputy Commissioner of district</li> <li>➤ Fire Proof Certificate of Proposed Bottling Plant from Competent Authority.</li> </ul> |                         |                                 |
| 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   |  |   | <b>21 working days</b>  | D.C. Of concerned District.     |
| D.C. will submit detail report to commissioner with their recommendation  |  |   |                         | D.C. Of concerned District.     |
| Commissioner will verify the submitted report   |  |   | <b>14 working days.</b> | Excise Commissioner             |
| After the satisfactory report commissioner will grant sanction letter to the D.C.   |  |   |                         | Excise Commissioner             |
| After getting the sanction letter D.C. after deposit of license fee issue the Licence to the concerned and intimate it with e.mail and Applicant can collect the licence from District Excise Office. |  |   |                         | D.C. & District Excise Officer. |