

Renewal Of License Of a Brewery (Excise Form-18)

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 till 10 th January.		<ul style="list-style-type: none"> ❖ Name Of Applicant & Photo. ❖ Local Address Of Applicant with address proof. ❖ Permanent address of applicant with proof. ❖ Name of style of business. ❖ Income Tax Clearence Certificate. ❖ Applicant must give declaration that he is ready to pay the annual license fee in advance. 		Deputy Commissioner Of Concerned District
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 proposed renewal of brewery. ➤ General Power of Attorney to the applicant by the Authorised director of Board to the Applicant for Excise Purpose. ➤ List of Directors with DIN No. supported by Form-32 issued by Company Registrar. ➤ Certificate issued by Company Registrar regarding Company not in liquidation. ➤ Income Tax Clearence Certificate. ➤ Affidavit regarding no dues of excise or any other Government Department. 		

		<ul style="list-style-type: none"> ➤ Affidavit regarding company not black listed in any state. ➤ Sale tax Clearance Certificate from the concerned Sales Tax Authority where firm is presently working and also NOC from proposed area sales tax officer. ➤ Fire Proof Certificate of Proposed Brewery from Competent Authority. ➤ Excise Officer's enquiry Report regarding Performance during the year. ➤ Self-attested Aadhaar Card/Pan Card & Rent Agreement <p><u>Incase Of Partnership Firm</u></p> <ul style="list-style-type: none"> ➤ Joint consent of every partners regarding establishment of brewery. ➤ General Power of Attorney to the applicant by the Partners to the applicant for excise purpose. ➤ List of Partners with Local Address Proof. ➤ Income Tax Clearance Certificate of Partnership Firm . ➤ Declaration Of Firm's Partner that who will represent in Excise Department in renewal Year. ➤ Affidavit regarding no dues of excise or any other Government Department. ➤ Affidavit regarding Firm is not black listed in any state. ➤ Sale tax Clearance Certificate from the 		
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		<p>concerned Sales Tax Authority where firm is presently working and also NOC from proposed area Sales tax officer.</p> <ul style="list-style-type: none"> ➤ Fire Proof Certificate of Proposed Brewery from Competent Authority. ➤ Excise Officer's enquiry report regarding performance during the year. ➤ Self-attested Aadhaar Card/Pan Card & Rent Agreement <p><u>Incase Of Proprietorship Firm</u></p> <ul style="list-style-type: none"> ➤ General Power of Attorney to the applicant by the Proprietor to the applicant for excise purpose. ➤ Address Proof. ➤ Income Tax Clearance Certificate. ➤ Declaration Of Firm's Proprietor that who will represent in Excise Department in renewal year. ➤ Affidavit regarding no dues of excise or any other Government Department. ➤ Affidavit regarding Firm is not black listed in any state. ➤ Sale tax Clearance Certificate from the concerned Sales Tax Authority where firm is presently working and also NOC from proposed area sales tax Officer. ➤ Fire Proof Certificate of Proposed Brewery from Competent Authority. 		
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		➤ Self-attested Aadhaar Card/Pan Card & Rent Agreement		
Application Should be submitted at D.C. Office with all document mentioned for grant of licence				D.C. Of concerned District.
D.C. will verify the required documents and grant renewal.			10 working days	D.C. Of concerned District.