

## **LICENSE FOR SETTING UP A MICRO BREWERY (Excise Form-18 A)**

Note:- Applicant must declare in affidavit that how much time is required for proposed brewery is to work after grant of letter of intent. After setting-up of brewery for the License Details of documents must be submitted before the Licensing Authority and then time-line for delivery of service applied for.

<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 submit the form after availing/attaching the 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; Attested 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 type of business.</li> <li>❖ Whether applicant is incometax assessee or not..</li> <li>❖ Name of Proposed area of the district where applicant wants to set up the distillery.</li> <li>❖ Applicant must give declaration that he is ready to pay the annual license fee in advance.</li> <li>❖ Applicant must declareby affidavit that after grant of letter of intent how many time required when the proposed brewery is ready to work.</li> </ul>		Deputy Commissioner Of Concerned District
Documents required with Application for Granting Licence.		<p style="text-align: center;"><b>In case Of Company</b></p> <ul style="list-style-type: none"> <li>➤ Memorandum &amp; Article Of Assiciation.</li> <li>➤ Resolution passed by the Board of Directors regarding proposed set-up of brewery.</li> <li>➤ General Power of Attorney to the applicant by the Authorised director</li> </ul>		Fee and category as per Disteliry

		<p>of Board to the Applicant for Excise Purpose.</p> <ul style="list-style-type: none"> <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 (Last three years).</li> <li>➤ Balance-Sheet of Company.</li> <li>➤ Character Certificate Of the each partner (<i>Issued by the officer not below the rank of S.D.O./D.S.P.</i>) issued within six months from the date of application</li> <li>➤ Project Report of Proposed Micro Brewery.</li> <li>➤ Fund arrangement mode (with documents) by the company for proposed set-up of Micro brewery.</li> <li>➤ Clearance certificate of Proposed Land for set-up of Micro brewery 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> <li>➤ Environmental Clearance from Govt. Of India.</li> <li>➤ Consent letter from concerned Gram Sabha or authority regarding proposed establishment of brewery.</li> <li>➤ Affidavit regarding no</li> </ul>	
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		<p>dues of excise or any other Government Department.</p> <ul style="list-style-type: none"> <li>➤ Affidavit regarding company is not black listed in any state.</li> <li>➤ Three copies of blue Prints of the labeled map of the proposed site and its premises &amp; its inside places. Map must be certified by the applicant, Enquiry officer, District Excise Officer &amp; Deputy commissioner of the district. .</li> <li>➤ Sales Tax Registration &amp; Sale tax Clearance Certificate from the concerned Sales Tax Authority where firm is presently working and also NOC from proposed area sales tax officer.</li> <li>➤ Fire Proof Certificate of Proposed Micro brewery from Competent Authority.</li> <li>➤ Excise Officer's enquiry Report.</li> <li>➤ Any other document(s) which required by licensing /Sanctioning 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 consent of every partners regarding establishment of Micro brewery</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> <li>➤ Income Tax Return of Partnership Firm (Last three years) .</li> </ul>	
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		<p>also NOC from proposed area Sales tax officer.</p> <ul style="list-style-type: none"> <li>➤ Three copies of blue Prints of the labeled map of the proposed site and its premises &amp; its inside places. Map must be certified by the applicant, Enquiry officer, District Excise Officer &amp; Deputy commissioner of the district. .</li> <li>➤ Fire Proof Certificate of Proposed Brewery from Competent Authority.</li> <li>➤ Excise Officer's enquiry report.</li> <li>➤ Any other document(s) which required by licensing /Sanctioning Authority.</li> </ul> <p><b><u>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 (Last three years)</li> <li>➤ Balance-Sheet of Firm.</li> <li>➤ Character Certificate Of the each Proprietor (<i>Issued by the officer not below the rank of S.D.O./D.S.P.</i>) issued within six months from the date of application</li> <li>➤ Declaration Of Firm's Proprietor that who will represent in Excise Department.</li> <li>➤ Project Report of Proposed Micro brewery.</li> <li>➤ Fund arrangement mode (With documents) by the Firm for proposed set-up of Micro brewery.</li> </ul>	
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Application Should be submitted at D.C. Office with all supporting document 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 Excise commissioner with their recommendation				D.C. Of concerned District.
Excise Commissioner will verify the submitted report			<b>14 working days.</b>	Excise Commissioner
If report is satisfactory commissioner will grant sanctioning letter to the D.C.				Excise Commissioner
After getting the sanctioning letter and deposition of license fee D.C. will inform the applicant through Email/SMS that the applicant can receive the license from concerned district Excise Office.				D.C. & District Excise Officer.

**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.**