

**Renewal Of License granted to a dealer the manufacture , Possession and
Sale otherwise than on Prescriptions of Narcotics drugs,specified herein (**

Form-N.D.1)

Steps	Verification	Documents/Information Needed At The Time Of Application	Time-Lines	Contact Person
Applicant Should Fill The Attached Form With Relevant Documents				Deputy Commissioner Of Concerned District
Fill the required details by the Applicant		<ul style="list-style-type: none"> ❖ Name Of Applicant & Attested Photo. ❖ Father's Name of the applicant ❖ Local Address Of Applicant with address proof. ❖ Permanent address of applicant with proof. ❖ E.mail Address. ❖ Date of birth of Applicant with proof. ❖ Name of style of business. ❖ Up to date Drug licence. ❖ Whether applicant is income tax assessee or not.. ❖ Name of Proposed area of the district where applicant wants to set up the N.D.-1. ❖ 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 Granting Of Licence.		In case Of Company <ul style="list-style-type: none"> ➤ Resolution passed by the Board of Directors regarding proposed renewal of Narcotics Drug Manufacturing. ➤ General Power of Attorney to the applicant by the Authorised director of Board to the Applicant for Excise Purpose. ➤ Certificate issued by Company Registrar 		

		<p>regarding Company not in liquidation.</p> <ul style="list-style-type: none"> ➤ Income Tax Return of Company (Previous years) ➤ Affidavit regarding no dues of excise or any other Government Department. ➤ Affidavit regarding company not black listed in any state. ➤ (Drug license and list of Drugs provided by Drug Controller.) ➤ Affidavit regarding applicant Company or applicant has not punished under N.D.P.S., Excise Act,Molasses Act,I.P.C. or any Criminal Act ➤ Current GST Return. <p><u>Incase Of Partnership Firm</u></p> <ul style="list-style-type: none"> ➤ Joint consent of every partners regarding renewal of Narcotic Drugs Manufacturing ➤ General Power of Attorney to the applicant by the Partners to the applicant for excise purpose. ➤ Income Tax Return of Partnership Firm (Previous years) . ➤ Declaration Of Firm's Partner that who will represent in Excise Department. ➤ Affidavit regarding no dues of excise or any other Government Department. ➤ Affidavit regarding applicant partnership firm or applicant has not punished under N.D.P.S., Excise Act,Molasses Act,I.P.C.. ➤ Affidavit regarding Firm 	
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		<p>other Government Department.</p> <ul style="list-style-type: none"> ➤ Affidavit regarding applicant has not convicted under N.D.P.S., Excise Act,Molasses Act,I.P.C. or any criminal offence. ➤ Current GST Return. 		
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 renew.			10 working days	D.C. Of concerned District.