



## Standard Operating Procedure (SOP)

**Service: Jharkhand Excise Licensing**  
**Sub Service: License for Sale of Foreign**  
**Liquor In Mall (Brands which price is not less than Rs. 600/-**  
**(Off Sale) (Excise Form)**

License for Sale of Foreign Liquor In Mall (Brands which price is not less than Rs. 600/- (Off Sale) (Excise Form)-		
<b>Steps</b>	<b>Verification</b>	<b>Documents/Information Needed at the time of application</b>
Applicant should fill the attached form with relevant documents		
Fill the required details by the applicant		<ul style="list-style-type: none"> <li>❖ Name of applicant &amp; attested photo (for I.D. proof - Aadhar Card or voter I.D. card or PAN No.)</li> <li>❖ Father's Name of the applicant</li> <li>❖ Local address of applicant with address proof (For correspondence address proof aadhar card or voter ID card or Driving License or Bank Statement or passport)</li> <li>❖ Permanent address of applicant with proof. For residential proof- passport or certificate from SDO or Electricity Bill or telephone bill or bank statement)</li> <li>❖ E-mail Address.</li> <li>❖ Date of birth of applicant with proof</li> <li>❖ For ID proof - Aadhar card of Voter ID card or Pan No.</li> <li>❖ For residential proof- Certificate from SDO or Electricity bill, Telephone bill or bank account.</li> </ul>

		<ul style="list-style-type: none"> <li>❖ For correspondence address passport or Voter ID Card, Driving License, Aadhar Card or Bank Statement.</li> <li>❖ Whether applicant is income tax assessee or not.</li> <li>❖ Location of Proposed area of the district where applicant wants to set up Sale of Foreign Liquor from Mall.</li> <li>❖ Applicant must give declaration that he is ready to pay the license fee and security money.</li> <li>❖ Applicant must give declaration that Mall has area not less than 50000 square feet. except parking area.</li> </ul>
Documents required with application for granting of License.		<p><b><u>In Case of Company</u></b></p> <ul style="list-style-type: none"> <li>❖ Memorandum &amp; Article of association.</li> <li>❖ Resolution passed by the Board of Directors regarding proposed set-up of sale of foreign liquor from mall.</li> <li>❖ General Power of attorney to the applicant by the authorized 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 (Previous year more than 5 lakh)</li> <li>❖ Affidavit containing - <ul style="list-style-type: none"> <li>a) Self declaration of sound character</li> <li>b) No dues of excise or any other government department.</li> <li>c) Regarding company not black listed in any stage.</li> <li>d) Regarding applicant company or applicant has not punished under NDPS Excise Act, Molasses Act, IPC.</li> </ul> </li> <li>❖ Rent agreement Deed of proposed site or if own relevant papers/Land ownership certificate.</li> <li>❖ Document uploaded by District/Deputy Commissioner - <ul style="list-style-type: none"> <li>a) Three Blue Print of proposed site counter signed by applicant, Sub Inspector/Inspector, Assistant Commissioner of Excise/ Superintendent of Excise &amp; Deputy Commissioner.</li> <li>b) Inquiry Report.</li> </ul> </li> <li>➤ <b>GST Registration / GST Return.</b></li> </ul> <p><b><u>In case 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 sale of Foreign Liquor from Mall.</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 (previous year)</li> <li>❖ Affidavit containing - <ul style="list-style-type: none"> <li>a) Self declaration of sound character</li> </ul> </li> </ul>

		<p>b) Regarding no dues of excise or any other Government Department.</p> <p>c) Regarding applicant partnership firm or applicant has not punished under NDPS, Excise Act, Molasses Act, IPC.</p> <p>d) Regarding firm is not black listed in any state.</p> <ul style="list-style-type: none"> <li>❖ Declaration of firm's partner that who will represent in Excise Department.</li> <li>❖ Document uploaded by District/Deputy Commissioner -</li> </ul> <p>a) Three Blue Print of proposed site counter signed by applicant, Sub Inspector/Inspector, Assistant Commissioner of Excise/ Superintendent of Excise &amp; Deputy Commissioner.</p> <p>b) Inquiry Report.</p> <p>➤ <b>GST Registration / GST Return.</b></p> <p><b><u>In case 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>❖ Local &amp; Permanent Address proof of partner.</li> <li>❖ Income tax return of proprietorship firm (previous year) not below 5 lakhs</li> <li>❖ Affidavit containing :-</li> </ul> <p>a) Self declaration of sound character</p> <p>b) Regarding no dues of excise or any other Government Department.</p> <p>c) Regarding applicant proprietorship firm or applicant has not punished under NDPS, Excise Act, Molasses Act, IPC.</p> <p>d) Regarding firm is not black listed in any stage.</p> <ul style="list-style-type: none"> <li>❖ Declaration of firm's proprietor that who will represent in Excise Department.</li> <li>❖ Document uploaded by District/Deputy Commissioner -</li> </ul> <p>a) Three Blue Print of proposed site counter signed by applicant, Sub Inspector/Inspector, Assistant Commissioner of Excise/ Superintendent of Excise &amp; Deputy Commissioner.</p> <p>b) Inquiry Report.</p> <p>➤ <b>GST Registration / GST Return.</b></p> <p><b><u>In Case of Individual</u></b></p> <ul style="list-style-type: none"> <li>❖ Declaration by the applicant that who will represent in Excise Department regarding Excise purpose.</li> <li>❖ Income tax return of applicant (previous year)</li> <li>❖ Document uploaded by District/Deputy Commissioner -</li> </ul> <p>Three Blue Print of proposed site counter signed by applicant, Sub Inspector/Inspector, Assistant Commissioner of Excise/ Superintendent of Excise &amp; Deputy Commissioner.</p> <ul style="list-style-type: none"> <li>❖ Affidavit containing :-</li> </ul> <p>a) Self declaration of sound character</p> <p>b) Regarding no dues of excise or any other Government Department.</p> <p>c) Regarding applicant proprietorship firm or applicant has not punished under NDPS, Excise Act, Molasses Act,</p>
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		d) Regarding firm is not black listed in any stage. ❖ GST Registration.
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**. Authority.**

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.**