

License For Hotel, Restaurant & Bar (Excise Form-8,9,10)

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		<ul style="list-style-type: none"> ❖ Name Of Applicant & 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. ❖ Whether applicant is incometax assessee or not.. ❖ Name of Proposed area of the district where applicant wants to set up the Hotel,Restaurent & Bar. ❖ 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.		<p><u>In case Of Company</u></p> <ul style="list-style-type: none"> ➤ Memorandum & Article Of Assiciation. ➤ Resolution passed by the Board of Directors regarding proposed set-up of Hotel,Restaurent & Bar. ➤ 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 		

		<p>Form-32 issued by Company Registrar.</p> <ul style="list-style-type: none">➤ Certificate issued by Company Registrar regarding Company not in liquidation.➤ Income Tax Return of Company (Three years) .➤ Balance-Sheet of Company.➤ 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.➤ Rent Agreement Deed of Proposed Site or if own relevant papers.➤ Affidavit regarding no dues of excise or any other Government Department.➤ Affidavit regarding company not black listed in any state.➤ Affidavit regarding applicant Company or applicant has not punished under N.D.P.S., Excise Act,Molasses Act,I.P.C..➤ Three Blue Print Map Of Proposed Hotel, Restaurent & Bar licence premises with marked spaces consisting signature of Applicant,Enquiry Officer, District Excise Officer & Deputy Commissioner of district➤ GST Registration / GST Return.		
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		<ul style="list-style-type: none"> ➤ No Objection Certificate about Law & Order from proposed area's S.D.O. ➤ Certificate from Enquiry Officer that proposed site is as per tourist rules. ➤ Solvency Certificate issued from Revenue Officer not below the rank of C.O. ➤ Self-attested Aadhaar Card/Pan Card & Rent Agreement 		
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			21 working days	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			14 working days.	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 licences from				D.C. & District Excise Officer.

District Office.	Excise				
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