

Renewal Of Licence Of Club
(Form-7A)

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 Licensee by 10 th of January.		<ul style="list-style-type: none"> ❖ Name Of Applicant-Licensee & Attested Photo. ❖ Father's Name of the applicant ❖ Local Address Of Applicant with address proof. ❖ Permanent address of applicant with proof. ❖ E.mail Address. ❖ Name of style of current business. ❖ Income Tax Assessment Copy. ❖ Sales Tax Clearence certificate or NOC from Concerned Department. ❖ 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 renewal of licence. ➤ General Power of Attorney to the applicant by the Authorised director of Board to the Applicant for Excise Purpose. ➤ Athorised Signatory can declare the representative merely for Excise dealings.) ➤ List of Present Directors with DIN No. supported 		

		<p>by 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 Assessment Certificate. ➤ Affidavit regarding no dues of excise or any other Government Department. ➤ Enquiry report of Excise Officer. Regarding performance of Licensee during the year. ➤ Any other documents required by licensing authority. <p><u>Incase Of Partnership Firm</u></p> <ul style="list-style-type: none"> ➤ Joint consent of every partners regarding renewal of licence. ➤ General Power of Attorney to the applicant by the Partners to the applicant for excise purpose. ➤ List of Partners with present Local Address Proof. ➤ Income Tax Assessment. ➤ 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. ➤ Any other document/documents which required by licensing authority. <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 		
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		<p>applicant for excise purpose.</p> <ul style="list-style-type: none"> ➤ Present Local Address Proof. ➤ Income Tax Assessment 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. ➤ Any other document/documents which required by licensing authority. <p><u>Incase Of Individual</u></p> <ul style="list-style-type: none"> ➤ Income Tax Assessment Certificate. ➤ In case of Non-assesse affidavit regarding it. ➤ Affidavit regarding no dues of excise or any other Government Department. ➤ Sales Tax Clearence Certificate. ➤ Enquiry report of Excise Officer regarding performance during the year. ➤ Any other document/documents which required by licensing authority. 		
D.C. will verify the required documents			10 working days	D.C. Of concerned District.