

**Renewal Of License Of a Distillery (Excise Form-28 or 28A)**

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 till 10 <sup>th</sup> January.		<ul style="list-style-type: none"> <li>❖ Name Of Applicant &amp; Attested Photo.</li> <li>❖ Local Address Of Applicant with address proof.</li> <li>❖ Name of style of business.</li> <li>❖ Income Tax Assessment Certificate.</li> <li>❖ Applicant must give declaration that he is ready to pay the annual license fee in advance.</li> </ul>		Deputy Commissioner Of Concerned District
Documents required with Application for renewal Of Licence before 31 <sup>st</sup> March.		<p><b><u>In case Of Company</u></b></p> <ul style="list-style-type: none"> <li>➤ Resolution passed by the Board of Directors regarding renewal of distillery licence.</li> <li>➤ General Power of Attorney to the applicant by the Authorised director of Board to the Applicant for Excise Purpose.</li> <li>➤ List of Present 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 Clearence Certificate.</li> <li>➤ Affidavit regarding no dues of excise or any other Government Department.</li> <li>➤ Sale tax Clearence Certificate from the</li> </ul>		

		<p>concerned Sales Tax Authority where firm is presently working.</p> <ul style="list-style-type: none"> <li>➤ Fire Proof Certificate of Proposed Distillery from Competent Authority.</li> <li>➤ Any other document/documents which required by licensing authority.</li> </ul> <p><b><u>Incase Of Partnership Firm</u></b></p> <ul style="list-style-type: none"> <li>➤ Joint consent of every partners regarding renewal of distillery.</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 Address Proof.</li> <li>➤ Income Tax Clearence Certificate.</li> <li>➤ Declaration Of Firm's Partner that who will represent in Excise Department in renewal year.</li> <li>➤ Affidavit regarding no dues of excise or any other Government Department.</li> <li>➤ Affidavit regarding Firm is not black listed in any state.</li> <li>➤ Sale tax Clearence Certificate from the concerned Sales Tax Authority where firm is presently working.</li> <li>➤ Fire Proof Certificate of Proposed Distillery from Competent Authority.</li> <li>➤ Any other document/documents which required by licensing authority.</li> </ul> <p><b><u>Incase Of Proprietorship Firm</u></b></p>		
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Application Should be submitted at D.C. Office with all document mentioned either for renewal of licence				D.C. Of concerned District.
D.C. will verify the required documents and grant renewal.			<b>10 working days</b>	D.C. Of concerned District.
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 licence from				D.C. & District Excise Officer.

District Office.	Excise				
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