

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 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. ❖ Whether applicant is incometax assessee or not.. ❖ Name of Proposed area of the district where applicant wants to set up the Hotel,Restaurant & 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 Association. ➤ Resolution passed by the Board of Directors regarding proposed set-up of Hotel,Restaurant & Bar. ➤ General Power of Attorney to the applicant by the Authorised director of Board to the Applicant for Excise Purpose. 		

		<ul style="list-style-type: none"> ➤ List of Directors with DIN No. supported by Form-32 issued by Company Registrar. ➤ 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 ➤ Sales Tax Registration & Sale tax Clearence Certificate from the concerned Sales Tax Authority where company is presently 		
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		<p>working and also NOC from the authority of Proposed business area.</p> <ul style="list-style-type: none"> ➤ Enquiry report of Excise Officer. ➤ 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. ➤ Any other document/documents which required by licensing authority./ Sanctioning Authority. <p><u>Incase Of Partnership Firm</u></p> <ul style="list-style-type: none"> ➤ Registered Partnership Deed. ➤ Joint consent of every partners regarding establishment of Hotel,Restaurant & Bar.. ➤ General Power of Attorney to the applicant by the Partners to the applicant for excise purpose. ➤ List of Partners with Local & Permanent Address Proof. ➤ Income Tax Return of Partnership Firm (Three years) . ➤ Balance-Sheet of Firm. ➤ 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. ➤ Character Certificate Of every Partners Issued by the officer not below the rank of S.D.O./D.S.P. issued within six months from the date of application. ➤ Declaration Of Firm's Partner that who will 		
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		<p>represent in Excise Department.</p> <ul style="list-style-type: none"> ➤ 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 is not black listed in any state. ➤ Sales Tax Registration & Sale tax Clearance Certificate from the concerned Sales Tax Authority where firm is presently working. ➤ Three Blue Print Map Of Proposed Hotel, Restaurant & Bar with marked spaces consisting signature of Applicant, Enquiry Officer, District Excise Officer & Deputy Commissioner of district. ➤ Enquiry report of Excise Officer. ➤ 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. ➤ Any other document/ documents which required by licensing authority/ Sanctioning Authority. <p><u>Incase Of Proprietorship Firm</u></p> <ul style="list-style-type: none"> ➤ Registered Proprietorship Deed. ➤ General Power of Attorney to the applicant 		
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		<p>by the Proprietor to the applicant for excise purpose.</p> <ul style="list-style-type: none">➤ Local & Permanent Address Proof.➤ Income Tax Return of Proprietorship Firm (Three years) .➤ Balance-Sheet of Firm.➤ Character Certificate Of applicant proprietor issued by the officer not below the rank of S.D.O./D.S.P. issued within six months from the date of application.➤ Declaration Of Firm's Proprietor that who will represent in Excise Department.➤ Affidavit regarding no dues of excise or any other Government Department.➤ Affidavit regarding applicant proprietorship firm or applicant has not punished under N.D.P.S., Excise Act,Molasses Act,I.P.C..➤ Affidavit regarding Firm is not black listed in any state.➤ Sales Tax Registration & Sale tax Clearence Certificate from the concerned Sales Tax Authority where firm is presently working.➤ Three Blue Print Map Of Proposed Hotel, Restaurant & Bar with marked spaces consisting signature of Applicant,Enquiry Officer, District Excise Officer & Deputy Commissioner of district.➤ Enquiry report of Excise Officer.		
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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. ➤ Any other document/ documents which required by licensing authority/ Sanctioning Authority. <p><u>Incase Of Individual</u></p> <ul style="list-style-type: none"> ➤ Declaration by the applicant that who will represent in Excise Department regarding Excise purpose. ➤ Income Tax Return of Applicant. (Three years) ➤ 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. ➤ Affidavit regarding no dues of excise or any other Government Department. ➤ Affidavit regarding applicant has not punished under N.D.P.S., Excise Act, Molasses Act, I.P.C.. ➤ Sales Tax Registration & Sale tax Clearance Certificate from the concerned Sales Tax Authority if applicant is presently working. ➤ Three Blue Print Map Of Proposed Hotel, Restaurant & Bar with marked spaces consisting signature of Applicant, Enquiry Officer, District Excise Officer & Deputy 		
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		<p>Commissioner of district.</p> <ul style="list-style-type: none"> ➤ Enquiry report of Excise Officer. ➤ 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. ➤ Any other document/ documents which required by licensing authority/ Sanctioning Authority. 		
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				D.C. & District Excise Officer.

issue the Licence to the concerned and intimate it with e-mail and Applicant can collect the licences from District Excise Office.				
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