

**LIST OF DOCUMENTS FOR APPLYING FOR GRNT OF LISTED LICENCES**

S NO.	LIST OF DOCUMENTS	L-1B	L-1C	L-1D	L-1DF/L-1F	L-10AA	L-2D	L-3/L-4/L-5, L-3A/L-4A/ L-5A,/L-10A/,L-10C
1	Application for the grant of licence	YES	YES	YES	YES	YES	YES	YES
2	Project Synopsis/Brief Project Report	YES	YES	YES	YES	YES	YES	YES
3	Photograph of Prop./All the partners/All the Directors of the Co./Auth. Signatory	YES	YES	YES	YES	YES	YES	YES
4	List of Directors/ Partners	YES	YES	YES	YES	YES	YES	YES
5	Memorandum of Article & Association in case of Company & Partnership deep in case of partnership firm	YES	YES	YES	YES	YES	YES	YES
6	Resolution of Board of Directors of the company	YES	YES	YES	YES	YES	YES	YES
7	Authorization Letter in case of company	YES	YES	YES	YES	YES	YES	YES
8	PAN of Company/Partnership firm	YES	YES	YES	YES	YES	YES	YES
9	PAN of Prop/all the partners/ all the Directors of the Co. /Auth. Signatory	YES	YES	YES	YES	YES	YES	YES
10	Residence Prop./All the Partners/ all the Directors of the Co./Auth. Signatory	YES	YES	YES	YES	YES	YES	YES
11	Requisite affidavit under order 7 of Punjab intoxicant License & Sale Orders, 1956 from Prop./all the Partners/all the Directors of the Co./ Auth. Signatory	YES	YES	YES	YES	YES	YES	YES
12	Registration Certificates under the VAT, CST Act. & GST Act.	YES	YES	YES	YES	YES	YES	YES
13	No dues Certificate under the VAT/CST Act. and GST Act. or copies of Sale Tax Returns or both (as the case may be)	NO	NO	NO	NO	NO	NO	YES
14	Valid Bonded Warehouse/Distillery/Brewery/Winery Licence duly renewed for the currency year	YES	YES	YES	YES	YES	YES	NO
15	Custom approved Bonded Warehouse Licence/Space availability Certificate.	NO	NO	NO	YES	NO	NO	NO
16	Copy of FSSAI registration certificate	YES	YES	YES	YES	YES	YES	YES
17	Copy of Income Tax Returns of last 03 years or Balance Sheet of the Company or both (as the case may be)	YES	YES	YES	YES	YES	YES	YES
18	List of Branches with address (if anywhere in India)	YES	YES	YES	YES	YES	YES	YES
19	Copy of Rent Agreement/Lease Deed/Rent Deed/Leave & Licence Agreement etc. or ownership proof of the proposed premises	YES	YES	YES	YES	YES	YES	YES
20	No Objection Certificate from the Owners/Co-Owners the proposed premises	YES	YES	YES	YES	YES	YES	YES
21	NOC from Pollution Control Committee	NO	NO	NO	NO	NO	NO	YES (In case of L-10C)
22	NOC from Medical Officer, Health on Sanitary Grounds	NO	NO	NO	NO	NO	NO	YES (In case of L-10C)
23	NOC of fire from the Fire & Emergency Services, Chandigarh	YES	YES	YES	YES	YES	YES	YES
24	Bill & photographs of fire extinguisher	YES	YES	YES	YES	YES	YES	YES
25	Copy of Form F (statement for registration of establishment under section 13 of the Punjab Shops and Commercial Establishment Act 1958) duly renewed for currency year.	NO	NO	NO	NO	NO	YES	NO



Sr. No.	Type of License	Check List	Fees for the policy year 2020-2021 (01.07.2020 to 31.03.2021)	Time Duration
1	(L-1B) WHOLESAL IMFL, LICENSE FEE	List of Check list is enclosed.	487500	30 days from the receipt of the application.
2	(L-1C) WHOLESAL BEER, LICENSE FEE		135000	
3	(L1-C1) WHOLE SALE READY TO DRINK (ALL FLAVOURS TO BE TREATED AS SINGLE BRAND)		67500	
4	(L-1D) WHOLE SALE WINE		11250	
5	(L-1DF) WHOLE SALE IMP WINE		37500	
6	(L-1F) WHOLE SALE IMP FOREIGN LIQUOR & BEER		1875000	
7	(L-2D) RETAIL VEND OF IMPORTED WINE, INDIAN WINE & IMPORTED BEER FOR CONSUMPTION OF THE PREMISES		150000	
8	(L-3,4,5) RETAIL VEND OF FOREIGN LIQUOR INCLUDING BEER,WINE AND READY TO DRINK BEVERAGES, IN A HOTEL/ RESTAURANT/BAR INCLUDING ROOM SERVICE (in case of 5 star and above category)		1125000	1. 15 days from the receipt of the application. 2. 15 days after clearance of NOC from the SSP, MC and Estate Office.
9	(L-3,4,5) RETAIL VEND OF FOREIGN LIQUOR INCLUDING BEER,WINE AND READY TO DRINK BEVERAGES, IN A HOTEL/ RESTAURANT/BAR INCLUDING ROOM SERVICE (in case of 4 star)		975000	
10	(L-3,4,5) RETAIL VEND OF FOREIGN LIQUOR INCLUDING BEER,WINE AND READY TO DRINK BEVERAGES, IN A HOTEL/ RESTAURANT/BAR INCLUDING ROOM SERVIC (In case of 3 Star & below )		675000	
11	(L-4,5) RETAIL VEND OF FOREIGN LIQUOR INCLUDING BEER,WINE AND READY TO DRINK BEVERAGES, IN A RESTAURANT/BAR		600000	
12	(L-3A.4A,5A) RETAIL SALE OF BEER,WINE AND READY TO DRINK BEVERAGES, IN HOTEL/ RESTAURANT/BAR		187500	
13	(L-10A) RETAIL VEND OF DRAUGHT BEER IN A RESTAURANT		52500	
14	(L-10A) CLUBBED WITH L-3/L-4/L5/L-12C (RETAIL VEND OF DRAUGHT BEER IN A RESTAURANT HAVING HARD LIQUOR BAR & CLUB BAR)		52500	
15	(L-10AA ) RETAIL VEND OF WINE FOR CONSUMPTION ON THE PREMISES		30000	
16	(L-10C) FOR RETAIL SALE OF BEER TO BE MANUFACTURED BY MICROBREWERY		450000	

# FLOW CHART FOR GRANT OF LICENCES

Applicant to fill the form and submit required supporting documents & Fee

Receipt Clerk in Diary Section

Concerned Branch Clerk

Dealing Assistant

Excise Inspector

Inspection done by inspector and inspection report is prepared

Is Report ok

Yes

No

ETO

AETC

Collector Excise

NoC Received from all Departments

Yes

Excise Inspector

ETO

AETC

Collector Excise

ETC

License Issued

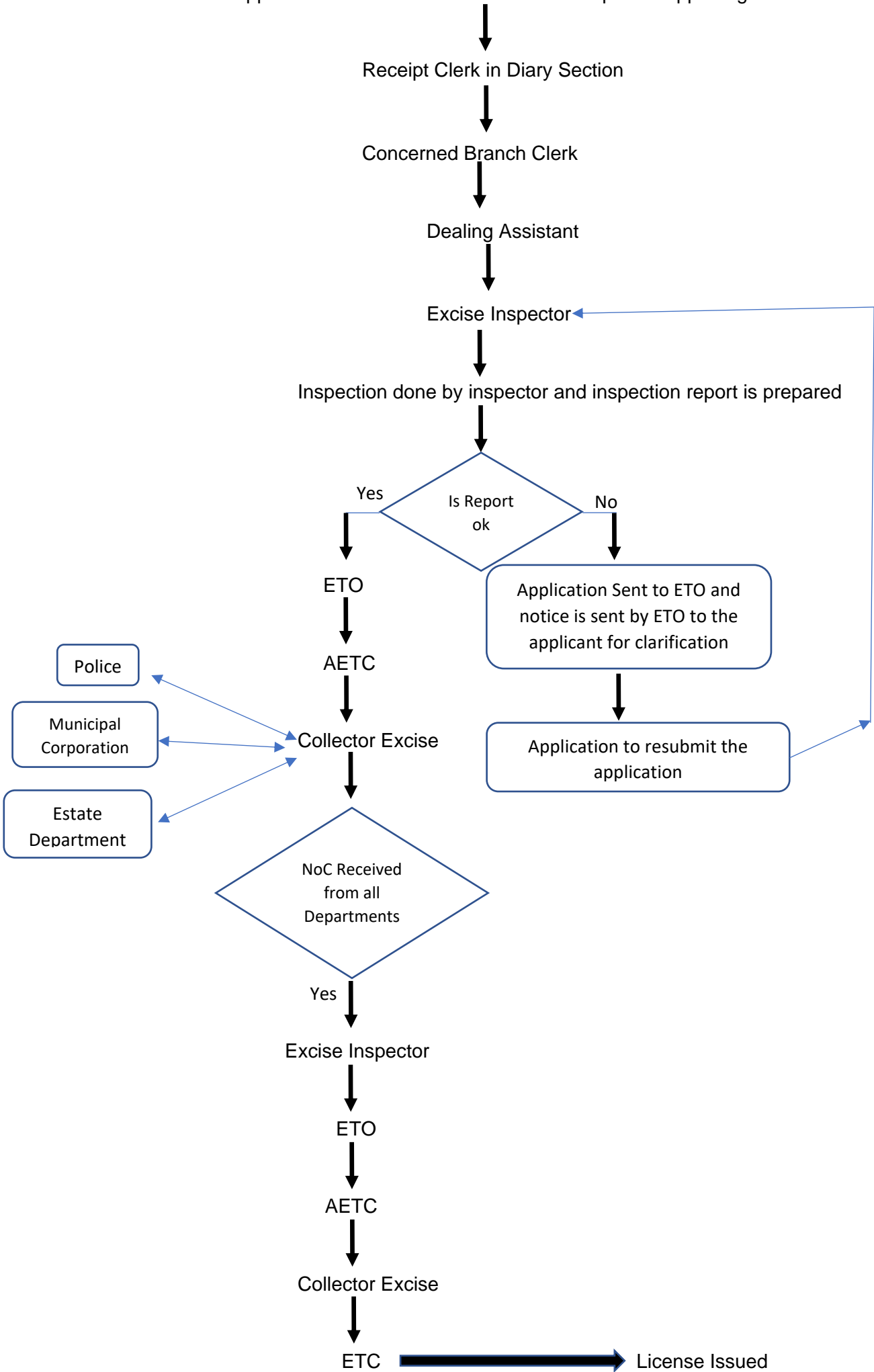
Application Sent to ETO and notice is sent by ETO to the applicant for clarification

Application to resubmit the application

Police

Municipal Corporation

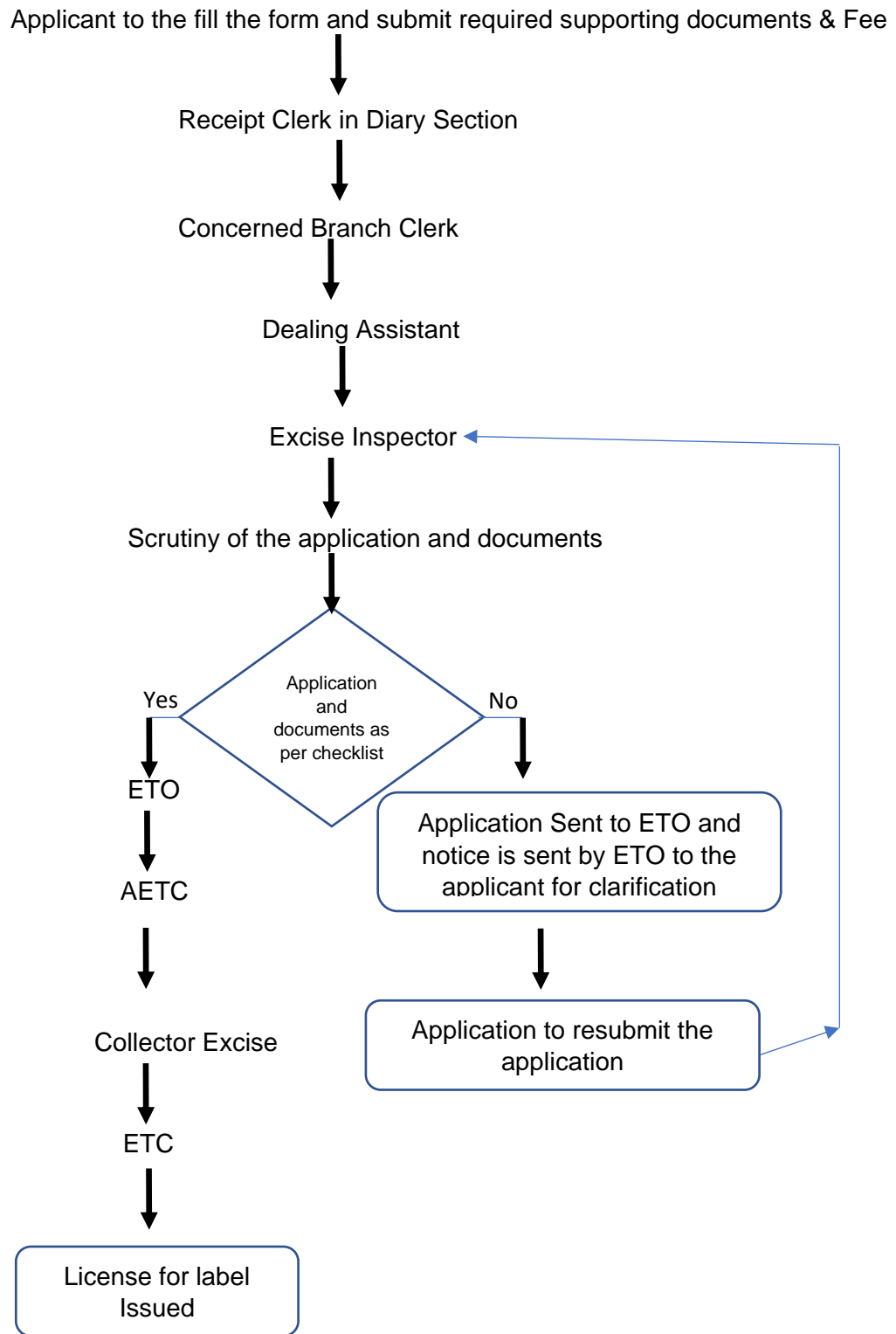
Estate Department



**DOCUMENTS REQUIRED FOR LABEL REGISTRATION**

SR. NO.	LICENSE TYPE	DOCUMENTS REQUIRED	TIME DURATION
1	BWH	1. EXPORT PERMISSION OF RESPECTIVE STATE FROM UT CHANDIGARH 2. APPROVAL LETTER OF RESPECTIVE STATE 3. LABEL FEE AS MENTIONED IN EXCISE POLICY 4. IF LABELS APPROVED LAST YEAR, THEN SUBMIT LAST YEAR APPROVAL LETTER 5. FOUR COPIES OF EACH LABEL	20-25 days from the receipt of the application
2	L-1B	1. LICENSE OF L-1B 2. IF LABELS ARE APPROVED IN NEIHBORING STATES OR ANYWHERE IN INDIA, THEN SUBMIT APPROVAL LETTER OF THAT STATE 3. IF LABELS ARE NOT APPROVED ANYWHERE IN INDIA, THEN SUBMIT COST CARD (EDP BREAKUP) 4. IF LABELS APPROVED LAST YEAR, THEN SUBMIT LAST YEAR APPROVAL LETTER 5. LABEL FEE AS MENTIONED IN EXCISE POLICY 6. FOUR COPIES OF EACH LABEL	
3	L-1C	1. LICENSE OF L-1C 2. IF LABELS ARE APPROVED ANY WHERE IN INDIA, THEN SUBMIT APPROVAL LETTER OF THAT STATE 3. IF LABELS ARE NOT APPROVED ANYWHERE IN INDIA, THEN SUBMIT COST CARD (EBP BREAKUP) 4. IF LABELS APPROVED LAST YEAR, THEN SUBMIT LAST YEAR APPROVAL LETTER 5. LABEL FEE AS MENTIONED IN EXCISE POLICY 6. FOUR COPIES OF EACH LABEL	
4	L1-C1	1. LICENSE OF L1-C1 2. IF LABELS ARE APPROVED IN NEIHBORING STATES OR ANY WHERE IN INDIA, THEN SUBMIT APPROVAL LETTER OF THAT STATE 3. IF LABELS ARE NOT APPROVED ANYWHERE IN INDIA, THEN SUBMIT COST CARD (EBP BREAKUP) 4. LABEL FEE AS MENTIONED IN EXCISE POLICY 5. FOUR COPIES OF EACH LABEL	
5	L-1DF	1. LICENSE OF L-1DF 2. AUTHORIZATION LETTER OF ALL THE APPLIED LABELS 3. IF LABELS ARE APPROVED IN NEIHBORING STAES OR ANY WHERE IN INDIA, THEN SUBMIT APPROVAL LETTER OF THAT STATE 3. IF LABELS ARE NOT APPROVED ANYWHERE IN INDIA, THEN SUBMIT COST CARD (EDP BREAKUP) 4. LABEL FEE AS MENTIONED IN EXCISE POLICY 5. FOUR COPIES OF LABEL	
6	L-1F	1. LICENSE OF L-1F 2. AUTHORIZATION LETTER OF ALL THE APPLIED LABELS 3. IF LABELS ARE APPROVED IN NEIHBORING OR ANY WHERE IN INDIA, THEN SUBMIT APPROVAL LETTER OF THAT STATE 3. IF LABELS ARE NOT APPROVED ANYWHERE IN INDIA, THEN SUBMIT COST CARD (EWP BREAKUP) 4. LABEL FEE AS MENTIONED IN EXCISE POLICY 5. FOUR COPIES OF LABEL	
8	L-1D	1. LICENSE OF L-1D 2. IF LABELS ARE APPROVED IN NEIHBORING STATES OR ANY WHERE IN INDIA, THEN SUBMIT APPROVAL LETTER OF THAT STATE 3. IF LABELS ARE NOT APPROVED ANYWHERE IN INDIA, THEN SUBMIT COST CARD (EWP BREAKUP) 4. LABEL FEE AS MENTIONED IN EXCISE POLICY 5. FOUR COPIES OF EACH LABEL	
9	PARAMILITARY	1. CONSENT LETTER FROM PARAMILITARY FORCES OF SPECIFIC STATE 2. LABEL FEE AS MENTIONED IN EXCISE POLICY 3. FOUR COPIES OF EACH LABEL	
10	L-13	1. LICENSE OF L-13 2. IF LABELS APPROVED LAST YEAR, THEN SUBMIT LAST YEAR APPROVAL LETTER 3. LABEL FEE AS MENTIONED IN EXCISE POLICY 4. FOUR COPIES OF EACH LABEL	

### FLOW CHART FOR LABEL REGISTRATION



**FLOW CHART FOR RENEWAL OF LICENCES AND LABEL**

Applicant to the fill the form and submit required supporting documents & Fee

