

**License For The Use & Storage of Denatured Spirit (Excise Form-24)**

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"> <li>❖ Name Of Applicant &amp; Photo.</li> <li>❖ Father's Name of the applicant</li> <li>❖ Local Address Of Applicant with address proof.</li> <li>❖ Permanent address of applicant with proof.</li> <li>❖ E.mail Address.</li> <li>❖ Date of birth of Applicant with proof.</li> <li>❖ Name of style of business.</li> <li>❖ Whether applicant is income tax assessee or not..</li> <li>❖ Name of Proposed area of the district where applicant wants to set up the Use &amp; Storage of Denatured Spirit Godown &amp; factory.</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 Granting Of Licence.		<p><b><u>In case Of Company</u></b></p> <ul style="list-style-type: none"> <li>➤ Memorandum &amp; Article Of Association.</li> <li>➤ Resolution passed by the Board of Directors regarding proposed set-up of Use &amp; Storage of Denatured Spirit Godown &amp; factory in case of Break Oil or other Polishing material.</li> <li>➤ (In case of Hospital ,College etc. Athorised Signatory can declare the purpose of use merely.)</li> </ul>		

		<ul style="list-style-type: none"> <li>➤ General Power of Attorney to the applicant by the Authorised director of Board to the Applicant for Excise Purpose.</li> <li>➤ (In case of Hospital ,College etc. Athorised Signatory can declare the representative merely for Excise dealings.)</li> <li>➤ List of 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 Return of Company (Three years)</li> <li>➤ Balance-Sheet of Company.</li> <li>➤ 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.</li> <li>➤ Rent Agreement Deed of Proposed Site or if own relevant papers.</li> <li>➤ Affidavit regarding no dues of excise or any other Government Department.</li> <li>➤ Affidavit regarding company not black listed in any state.</li> <li>➤ (In case of Hospital ,College etc. no necessity of above.)</li> <li>➤ Affidavit regarding applicant Company or applicant has not punished under N.D.P.S., Excise Act,Molasses Act,I.P.C. or any Criminal Act</li> </ul>		
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		<p>N.D.P.S., Excise Act, Molasses Act, I.P.C. or any criminal offence.</p> <ul style="list-style-type: none"> <li>➤ Sales Tax Registration &amp; Sale tax Clearance Certificate from the concerned Sales Tax Authority if applicant is presently working.</li> <li>➤ Three Blue Print Map Of Proposed use &amp; storage deatured spirit godown/factory with marked spaces consisting signature of Applicant, Enquiry Officer, District Excise Officer &amp; Deputy Commissioner of district.</li> <li>➤ Enquiry report of Excise Officer.</li> <li>➤ Fire Proof certificate of Godown from concerned Authority.</li> <li>➤ Solvency Certificate issued from Revenue Officer not below the rank of C.O.</li> <li>➤ Self-attested Aadhaar Card/Pan Card &amp; Rent Agreement</li> </ul> <p><b><u>In case Of Hospital/ Other Institution</u></b></p> <ul style="list-style-type: none"> <li>➤ In case of Hospital ,College etc. Athorised Signatory can declare the purpose of use merely.</li> <li>➤ In case of Hospital ,College etc. Athorised Signatory can declare the representative merely for Excise dealings.</li> <li>➤ Rent Agreement Deed of Proposed Site or if own relevant papers.</li> <li>➤ Affidavit regarding no dues of excise or any</li> </ul>		
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		<p>other Government Department.</p> <ul style="list-style-type: none"> <li>➤ Affidavit regarding applicant/institution has not convicted under N.D.P.S., Excise Act, Molasses Act, I.P.C. or any criminal offence.</li> <li>➤ Three Blue Print Map Of Proposed use &amp; storage deatured spirit godown with marked spaces consisting signature of Applicant, Enquiry Officer, District Excise Officer &amp; Deputy Commissioner of district.</li> <li>➤ Enquiry report of Excise Officer.</li> <li>➤ Fire Proof certificate of Godown from concerned Authority.</li> <li>➤ Sales Tax Registration &amp; Sale tax Clearence Certificate from the concerned Sales Tax Authority .</li> <li>➤ 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.</li> <li>➤ Self-attested Aadhaar Card/Pan Card &amp; Rent Agreement</li> </ul>		
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			<b>21 working days</b>	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			<b>14 working days.</b>	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 District Excise Office.				D.C. & District Excise Officer.