

**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 Form With Relevant Documents				Deputy Commissioner Of Concerned District
Fill the required details by the Applicant Licensee by 10 <sup>th</sup> of January.		<ul style="list-style-type: none"> <li>❖ Name Of Applicant-Licensee &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>❖ Name of style of current business.</li> <li>❖ Income Tax Assessment Copy.</li> <li>❖ Sales Tax Clearence certificate or NOC from Concerned Department.</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 licence.</li> <li>➤ General Power of Attorney to the applicant by the Authorised director of Board to the Applicant for Excise Purpose.</li> <li>➤ Athorised Signatory can declare the representative merely for Excise dealings.)</li> <li>➤ List of Present Directors with DIN No. supported by Form-32 issued by Company Registrar.</li> </ul>		

		<ul style="list-style-type: none"> <li>➤ Certificate issued by Company Registrar regarding Company not in liquidation.</li> <li>➤ Income Tax Assessment Certificate.</li> <li>➤ Affidavit regarding no dues of excise or any other Government Department.</li> <li>➤ Enquiry report of Excise Officer. Regarding performance of Licensee during the year.</li> <li>➤ Self-attested Aadhaar Card/Pan Card &amp; Rent Agreement</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 licence.</li> <li>➤ General Power of Attorney to the applicant by the Partners to the applicant for excise purpose.</li> <li>➤ List of Partners with present Local Address Proof.</li> <li>➤ Income Tax Assessment.</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>➤ Self-attested Aadhaar Card/Pan Card &amp; Rent Agreement</li> </ul> <p><b><u>Incase Of Proprietorship Firm</u></b></p> <ul style="list-style-type: none"> <li>➤ General Power of Attorney to the applicant</li> </ul>		
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		<p>by the Proprietor to the applicant for excise purpose.</p> <ul style="list-style-type: none"> <li>➤ Present Local Address Proof.</li> <li>➤ Income Tax Assessment Certificate.</li> <li>➤ Declaration Of Firm's Proprietor 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>➤ Self-attested Aadhaar Card/Pan Card &amp; Rent Agreement</li> </ul> <p><b><u>Incase Of Individual</u></b></p> <ul style="list-style-type: none"> <li>➤ Income Tax Assessment Certificate.</li> <li>➤ In case of Non-assesse affidavit regarding it.</li> <li>➤ Affidavit regarding no dues of excise or any other Government Department.</li> <li>➤ Sales Tax Clearence Certificate.</li> <li>➤ Enquiry report of Excise Officer regarding performance during the year.</li> <li>➤ Self-attested Aadhaar Card/Pan Card &amp; Rent Agreement</li> </ul>		
D.C. will verify the required documents			<b>10 working days</b>	D.C. Of concerned District.