

**Renewal Of License Of 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 by 10 th January.		<ul style="list-style-type: none"> <li>❖ Name Of Applicant &amp; Photo.</li> <li>❖ Local Address Of Applicant with address proof.</li> <li>❖ E.mail Address.</li> <li>❖ Name of style of business.</li> <li>❖ Whether applicant is income tax assessee or not ? If yes then Income Tax Clearance 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 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> <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</li> </ul>		

		<p>representative merely for Excise dealings.)</p> <ul style="list-style-type: none"> <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 Clearance Certificate.</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>➤ Sale tax Clearance Certificate from the concerned Sales Tax Authority where company is presently working and also NOC from the authority of Proposed business area.</li> <li>➤ (In case of Hospital ,College etc. no necessity of above.)</li> <li>➤ Enquiry report of Excise Officer regarding performance during the year.</li> <li>➤ Fire Proof certificate of Godown/Factory from concerned Authority.</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 establishment of Use &amp; Storage of Denatured Spirit</li> </ul>		
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Application Should be submitted at D.C. Office with all document mentioned				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.