

**Following documents are to be submitted for grant of temporary Foreign Liquor 'ON' license under
Excise Department Notification No.127-EX/O/1A-3/10 dated 11.02.10**

1. Prescribed Application Form in Form No. I or II as applicable with requisite court fee stamp, shall be filled up. Category of the license to be clearly specified as per rule 4 of the above rules and overwriting ,if any, to be attested by the applicant(s).
2. Original Challan showing due deposit of non-refundable application fee as prescribed.
3. Document of VAT/WBST registration in favour of applicant(s).
4. Copy of PAN Card.
5. Trade license/Certificate of enlistment for the proposed category of license.
6. Current food license, if applicable.
7. Detailed particulars of the location of the site such as plot no. and mouza/holding no. and street name, name of the gram panchayat /name of the Ward, police station, name of the municipality/name of the block and PIN Code.
8. Documents in respect of the right, title and interest of the applicant(s) in respect of the site, if the premises are owned by the applicant.
9. NOC from the land lord regarding use of the premises to run the excise license applied for, if the premises is rented or leased or sub-leased.
10. Conversion certificate in respect of land or whether the proposed site conforms to the land usage norms as may be applicable.
11. Documents in support of Indian citizenship or Person of Indian Origin when the applicant is an individual or a group of individuals.
12. Proof of age of the applicant(s).
13. Proof of educational qualification of the applicant(s).
14. Medical certificates of the applicants from a registered medical practitioner when the applicant(s).
15. Affidavit affirmed by the applicant (s) before the competent authority regarding non conviction by a criminal court in a non-bailable offence.
16. Four copies of the blue print plan of the site plan duly signed by the applicant(s) , the landlord/owner of the premises and the surveyor showing the layout of the site, seating arrangement, toilet, rest room, bar counter/ foreign liquor store etc. with measurements.
17. Declaration of distance of the offered site from the nearest State Highway and National Highway.
18. Submission of estimated quantity of monthly sales of Foreign Liquor from the offered site.
19. A written affirmation to be made by the applicant(s) before the competent authority stating his/her/their willingness in respect of consideration of the application in terms of the provisions published with Excise Department Notification No. 127-EX/O/1A-3/10 dated 11.02.10.
20. Comment on completion of the proposed site according to the submitted blue print plan.
21. Submission of business projection by the applicant(s) showing the viability of liquor business.

The documents with serial number marked above are wanting at the time of submission of application for grant of Foreign Liquor 'ON' license in favour of You are hereby asked to submit the required documents within 10 days; otherwise your application will not be processed further.

Receiving officer
Office of the Superintendent of Excise, Hooghly

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I/we..... have been asked to submit the required documents within 10 days; otherwise my/our application will not be processed further.

Seen above notes and noted

Signature of applicant(s)