

Guidelines for applying of Excise Licenses

With regard to retail liquor licences issued to Enterprises such as Super Markets/Grocery Stores and like enterprises proof of turnover should be supported by either a report from a recognized firm of auditors or from the Department of Inland Revenue confirming that the turnover of the applicant or the parent business/company of the applicant exceeded Rs. 72 million for the previous year.

1. An application should obtain by paying Rs 7500/=. The application is valid for 03 years.
2. Following documents are to be forwarded with the relevant application form:-
 - a. A copy of the plan of the building where the proposed excise license to be operated, certified by the provincial authorities. Details of floor area should be there with others.
 - b. An affidavit should be forwarded by ensuring that the applicant is not convicted for any offence under Penal Code during the last five years, or other offence relating to his character.
 - c. Original copies of the Deed or the documents pertaining to the ownership of the building should be forwarded, with an additional certified copy. A Lease Agreement obtained from the building owner stating his willingness to run the business at least 03 continual years, should be forwarded. It should certify by a Public Notary. If the proposed institution is mortgaged, a confirmation letter should be forwarded by the relevant financial institute.
 - d. A Survey Plan which indicates the distances to the Schools and religious places, from boundary to boundary, from the proposed premises, certified by authorized Surveyor, should be forwarded.
 - e. The Business Registration Certificate issued under Business Registration Act, and for a Company, Company Registration Certificate, certified by the Public Notary.
 - f. Receipt of the non refundable application fee.
 - g. Certificates obtained from the relevant Divisional Secretary and the Police Report. This is not entitled for Super Markets which exceeds 72 million Rupees as annual turnover.
 - h. Assessment Number of the proposed premises.
 - Floor area should exceed 250 Sq.ft
 - Distance to Schools and religious places from boundary to boundary should exceed 100 mtrs,

Organization Information.

Department of Excise

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