

Support Documents which Require to process the Excise Licenses

New Retail Licenses (Common) - According to Excise Notification 902

Checklist:

1. Filled application.
2. Applicants National ID.
3. Photocopy of receipt in proof of payment of Application Fee and Receipt (Receipt must be in Applicant's Name)
4. Deed or Registered and valid Lease agreement with owner consent letter.
5. Tourist board approved document. (IF relevant) / If FL 9 film cooperation approved document. / If FL13, FL13A club license, sport license, social ministry or sport ministry approval.
6. Plan of the building, approved by the local authority.
7. Survey plan, indicating the radius distance to nearest places of public regional to worships and school.
8. Declaration by way of affidavit the applicant not convicted of any offense under the penal code or any other offense involve in moral turpitude last five years.
9. Certificate of incorporation or business registration

Retail Licenses (without Boutique and villas) - (According to Excise Notification 902)

Checklist:

1. Filled application.
2. Applicants National ID.
3. Filled application.
4. Applicants National ID.
5. Photocopy of receipt in proof of payment of Application Fee and Receipt (Receipt must be in Applicant's Name)
6. Deed or Registered and valid Lease agreement with owner consent letter.
7. Tourist board approved document. (IF relevant) / If FL 9 film cooperation approved document. / If FL13, FL13A club license, sport license, social ministry or sport ministry approval.
8. Plan of the building, approved by the local authority.
9. Survey plan, indicating the radius distance to nearest religious/ worshipped places and schools.
10. Declaration by way of affidavit the applicant not convicted of any offense under the penal code or any other offense involve in moral turpitude last five years. Certificate of incorporation or business registration.

New Retail Licenses (Boutique and villas) - According to Excise Notification 936)

Checklist:

1. Approval from Tourism Development Authority with Proof document of number of room(Respectively)
2. NIC / Details of Director board/BR/ Company Registration
3. Technical report (environment authority/ Fire certificate)
4. Deed or Registered and valid Lease agreement with owner consent letter.
5. Plan of the building, approved by the local authority.
6. Declaration by way of affidavit the applicant not convicted of any offense under the penal code or any other offense involve in moral turpitude last five years. (If relevant

New Manufacturing Licenses (Liquor) -According to Excise Notification 902,844,335)

Checklist:

1. Filled application.
2. Applicants National ID./ Name of Board of Directors
3. Deed or Registered and valid Lease agreement with owner consent letter.
4. Plan of the building, approved by the local authority.
5. Declaration by way of affidavit the applicant not convicted of any offense under the penal code or any other offense involve in moral turpitude last five years.
6. Certificate of incorporation or business registration.
7. Approved project report.
8. Environmental certificate and Fire certificate
9. Boiler certificate and Boiler men certificate

New Manufacturer's Wholesale Licenses (AM06)- According to Excise Notification 902)

Checklist:

1. Filled application.
2. Applicants National ID/ BR/Company Registration
3. Deed or Registered and valid Lease agreement with owner consent letter.
4. Plan of the building, approved by the local authority.
5. Survey plan, indicating the radius distance to nearest places of public regional to worships and school.

6. Declaration by way of affidavit the applicant not convicted of any offense under the penal code or any other offense involve in moral turpitude last five years. If relevant.
7. Copy of valid Manufactory license.

New Wholesale Licenses (FL 03)-According to Excise Notification 902)

Checklist:

1. Filled application.
2. Applicants National ID/BR/ Certificate of incorporation or business registration.
3. Photocopy of receipt in proof of payment of Application Fee and Receipt (Receipt must be in Applicant's Name)
4. Deed or Registered and valid Lease agreement with owner consent letter.
5. Plan of the building, approved by the local authority.
6. Declaration by way of affidavit the applicant not convicted of any offense under the penal code or any other offense involve in moral turpitude last five years. (If relevant.)
7. Survey plan, indicating the radius distance to nearest places of public regional to worships and school.

Import Permit for foreign liquor (consignment by consignment) -According to Excise Notification 02/2019)

Checklist:

1. Copy of import permits
2. Cusdec
3. Commercial Invoice
4. Bill of Lading / Air way bill
5. Packing list
6. Analyst report from the country of origin.

Import Permit for potable spirits (consignment by consignment) -According to Excise Notification 988 schedule-ii)

Checklist:

1. Copy of import permits
2. Cusdec
3. Commercial Invoice
4. Bill of Lading / Air way bill
5. Packing list
6. Import / export controller certificate
7. Analyst report from the country of origin.

Import Permit for non-potable spirits (consignment by consignment) - According to Excise Notification 988 schedule-ii) 7/2018 schedule-ii, 10/2018)

Checklist:

1. Copy of import permits
2. Cusdec
3. Commercial Invoice
4. Bill of Lading / Air way bill
5. Packing list
6. Import/Export controller's certificate
7. Analyst report from the country of origin.

New License for Export Permit

Checklist:

1. Request from FL 03 License holder/ Manufacturer/ Other.
2. Details of Export Liquor Items
3. NIC/ BR/ Company Registration
4. Cusdec.
5. Bill of Lading / Air way bill.
6. Packing list.
7. OIC certification.

**New Industrial Manufacturing Licenses (Finish product not subjected to excise tax – potable spirits) --
(Requirements according to EN 385)**

Checklist:

1. Filled application.
2. Applicants National ID/BR/Certificate of incorporation or business registration
3. Photocopy of receipt in proof of payment of Application Fee and Receipt (Receipt must be in Applicant's Name)
4. Deed or Registered and valid Lease agreement with owner's consent letter.
5. Plan of the building, approved by the local authority (Sketch of Manufactory & Bond room)
6. Plan of the land.
7. Declaration by way of affidavit the applicant not convicted of any offense under the penal code or any other offense involve in moral turpitude last five years. (if necessary)
8. National Medical regulatory board approval certificate including brand name
9. Central Environment Authority approval
10. ITI report on the manufacturing process
11. Fire certificates
12. Other Government body approvals if necessary

New Import ,Store and wholesales of Non potable spirits

Checklist :

1. Filled application.
2. Project Proposal
3. Applicants National ID
4. Deed or Registered and valid Lease agreement with owner consent letter.
5. Plan of the building, approved by the local authority.
6. Declaration by way of affidavit the applicant not convicted of any offense under the penal code or any other offense involve in moral turpitude last five years.
7. Certificate of incorporation or business registration.
8. Environmental certificate and Fire certificate

Renewal Retail Licenses (without Boutique and villas)-(Requirements according to EN 902)

Checklist:

1. Filled application.
2. Applicants National ID.
3. Photocopy of receipt in proof of payment of Application Fee and Receipt
4. (Receipt must be in Applicant's Name)
5. Deed or Registered and valid Lease agreement with owner consent letter.
6. Tourist board approved document. (IF relevant) / If FL 9 film cooperation approved document. / If FL13, FL13A club license, sport license, social ministry or sport ministry approval.
7. Declaration by way of affidavit the applicant not convicted of any offense under the penal code or any other offense involve in moral turpitude last five years.
8. Copy of existing year license
9. If Non Tourist board Restaurants/Hotels certificate of suitability of the building ...)
10. Letter of Requesting the TCR clearance

Renewal Retail Licenses (Boutique and villas) / (EN 936)

Checklist:

1. Approval from Tourism Development Authority
2. Deed or Registered and valid Lease agreement with owner consent letter.
3. Copy of existing year license
4. Letter of Requesting the TCR clearance
5. Last quarter Tax payment receipt

Renewal Manufacturing Licenses (Liquor) -(Requirements according to EN 902,844,335)

Checklist:

1. Copy of existing year license
2. Deed or Registered and valid Lease agreement with owner consent letter.
3. Environmental certificate and Fire certificate
4. Boiler certificate and Boiler men certificate
5. TCR Clearance

Renew Manufacturer's Wholesale Licenses (AM06) -(Requirements according to EN 902,896,)

Checklist:

1. Copy of existing year license
2. Deed or Registered and valid Lease agreement with owner consent letter.
3. TCR Clearance

Renewal Wholesale Licenses (FL 03) Requirements according to EN 902)

Checklist:

1. Filled application.
2. Applicants National ID.
3. Photocopy of receipt in proof of payment of Application Fee and Receipt
4. (Receipt must be in Applicant's Name)
5. Deed or Registered and valid Lease agreement with owner consent letter.
6. 5Declaration by way of affidavit the applicant not convicted of any offense under the penal code or any other offense involve in moral turpitude last five years.
7. Copy of existing year license
8. Letter of Requesting the TCR clearance

Renewal Industrial Manufacturing Licenses (Finish product not subjected to excise tax – potable spirits)

Requirements according to EN 902,844,...)

Checklist:

1. Copy of existing year license
2. Deed or Registered and valid Lease agreement with owner consent letter.
3. Environmental certificate and Fire certificate
4. TCR Clearance
5. Tax paying receipt
6. Recommendation of final product regulatory authorities (If applicable)

Renewal Import ,Store and wholesales of Non potable spirits

Checklist :

1. Filled application.
2. Applicants National ID
3. Deed or Registered and valid Lease agreement with owner consent letter.
4. Declaration by way of affidavit the applicant not convicted of any offense under the penal code or any other offense involve in moral turpitude last five years.
5. Environmental certificate and Fire certificate
6. Details of existing year usage of non potable spirit
7. forecasting of the importation quantity
8. 8.Tax payment receipt
9. 9. TCR clearance

Transfer the premises (Common) (Requirements according to EN 902, EN 983)

Checklist:

1. Filled application.
2. Licensee's National ID/ Certificate of incorporation or Business Registration. (if relevant)
3. Photocopy of receipt in proof of payment of Application Fee and Receipt
4. (Receipt must be in Licensee's Name)
5. Deed or Registered and valid Lease agreement with owner consent letter (if not mentioned in the lease agreement).
6. Tourist board approved document. (IF relevant) / If FL 9 film cooperation approved document. / If FL13, FL13A club license, sport license, social ministry or sport ministry approval.
7. Plan of the building, approved by the local authority.
8. Survey plan, indicating the radius distance to nearest places of public regional to worships and school.
9. Proof document for explaining reasons for transferring the premises.
10. A copy of existing license.
11. Suitability report of the building (OIC/SE/ACE should have certified – Non Tourist Board hotels & restaurant only).

Name change of the Licensee/ Nominating a Co-Licensee . (Requirements according to EN 902, EN 983)

Checklist:

1. Filled application.
2. Proposed Licensee's National ID/ Certificate of incorporation or Business Registration. (if relevant)
3. Photocopy of receipt in proof of payment of Application Fee and Receipt (Receipt must be in Proposed Licensee's / Co-Licensee Name)
4. Deed or Registered and valid Lease agreement with owner consent letter (if not mentioned in the lease agreement).
5. Declaration by way of affidavit, the proposed Licensee / Co-Licensee not convicted of any offense under the penal code or any other offense involve in moral turpitude last five years.
6. Tourist board approved document issued to proposed licensee's name. (IF relevant) / If FL 9 film cooperation approved document. / If FL13, FL13A club license, sport license, social ministry or sport ministry approval.
7. A copy of existing license.
8. If not liable to pay the name change fee,
 - I. Marriage certificate / Birth Certificate of Proposed Licensee/ Co-Licensee
 - II. The affidavit declaring the consent of other heirs (if relevant).

TODDY LICENSE

Tapping license – Common

Check list:

1. Deed
2. The affidavit declaring the consent of the land owner.
3. Checking the previous convictions
4. Copy of NIC & GS report of Applicant, Tappers, Collectors & Transporters.
5. Details of the transport vehicles (License/ Insurance/ Vehicle Number/ Driver's license)

TOBACCO

New Tobacco Manufacturing /Storing Registration Certificates – Common

Requirements according to Extra Ordinary Gazette notification 1625/10 of 2009/10/26 & Tobacco Tax Act

Checklist:

1. Filled application.
2. Applicants National ID./ Name of Board of Directors
3. Deed or Registered and valid Lease agreement with owner consent letter.
4. Plan of the building, approved by the local authority.
5. Declaration by way of affidavit the applicant not convicted of any offense under the penal code or any other offense involve in moral turpitude last five years.
6. Certificate of Incorporation or business registration.
7. Receipt for the registration fee.
8. For Cigarettes Manufactories – Annual Report

Renewal of Tobacco Manufacturing/ Storing / Registration Certificate (Common)

(Requirements according to Extra Ordinary Gazette notification 1625/10 of 2009/10/26 & Tobacco Tax Act

Checklist:

1. Filled application.
2. Applicants National ID./ Name of Board of Directors
3. Deed or Registered and valid Lease agreement with owner consent letter.
4. Plan of the building, approved by the local authority.
5. Declaration by way of affidavit the applicant not convicted of any offense under the penal code or any other offense involve in moral turpitude last five years.
6. Certificate of Incorporation or business registration.
7. Receipt for the registration fee.
8. For Cigarettes Manufactories – Annual Report

Tobacco Registration Certificate - IMPORTS /EXPORT (Consignment by Consignment)

. (Requirements according to Extra Ordinary Gazette notification 1625/10 of 2009/10/26 & Tobacco Tax Act

Checklist:

1. Filled application.
2. Receipt for the application fee.
3. Performa invoice/ Request letter (for Exports).
4. Cusdec/Bill of Lading/ Packing List & the Commercial invoice of the previous consignment

Tobacco Manufacturing /Storing Registration Certificate – Ownership

Requirements according to Extra Ordinary Gazette notification 1625/10 of 2009/10/26 & Tobacco Tax Act

Checklist:

1. Filled application.
2. Applicants National ID./ Name of Board of Directors
3. Deed or Registered and valid Lease agreement with owner consent letter.
4. Plan of the building, approved by the local authority.
5. Declaration by way of affidavit the applicant not convicted of any offense under the penal code or any other offense involve in moral turpitude last five years.
6. Certificate of Incorporation or business registration.
7. Receipt for the registration fee.
8. For Cigarettes Manufactories – Annual Report

TOBACCO MANUFACTURING/STORING REGISTRATION CERTIFICATE LOCATION TRANSFER

(Requirements according to Extra Ordinary Gazette notification 1625/10 of 2009/10/26 & Tobacco Tax Act

Checklist:

1. Request Letter from the Registration Certificate Holder.
2. Current Registration Certificate
3. National ID./ Name of Board of Directors
4. Deed or Registered and valid Lease agreement with owner consent letter.
5. Plan of the building, approved by the local authority.
6. Certificate of Incorporation or business registration. (If applicable)