

Check list for Grant of L-1 Licence (2012-13)

S.No	Document Required
1.	Application in prescribed form (Annexure-1) duly signed by M.D./Authorized Director/ Authorized Working Partner/President or Secretary of the Society.
2.	Processing Fee of Rs.5000/-
3.	Appendix B on an affidavit stating the details of the company/firm with sale figure all over India and Ex-distillery price(EDP)
4.	Appendix C stating the details of the brand applied for with the sale figures all over India and Ex-distillery price(EDP), expected MRP, various duties etc.
5.	Product declaration of the brands applied
6.	ENA Certificate - neutral alcohol (double distilled) / Extra neutral alcohol
7.	TMC under Trade Mark Act,1999 or registered Trade Mark licenced to the applicant/usership agreement (not required for Beer & Wine), in case of Foreign TMC, the brand should be applied in India.
8.	An Affidavit regarding genuiness of foreign TMC
9.	Copies of Excise Verification Certificate for sale verification
10.	Sale Verification Report
11.	Certificate of sale figure & EDP from Excise Authority
12.	Memorandum & Article Association of the company/ Partnership deed under the Partnership Act,1932/Certificate of Registration in the Cooperative Society/Partnership Deed under Limited Liability Act,2008
13.	Licence copy of Distillery/Brewery/Bottling Plant from where the brand is being manufactured/bottled
14.	Power of Attorney duly signed by authorized Director/MD/Appointment of Attorney by the applicant
15.	Solvency Certificate issued by SDM except Ltd. co. & existing L-1 licensee
16.	Copy of Latest IT Return/ Copy of PAN Card/Copy of latest IT Assessment order/Copy of Income Tax Clearance Certificate
17.	No Dues Certificate from Delhi Excise Department
18.	No Dues Certificate from VAT Department, Delhi
19.	CA Certificate regarding Sale & EDP of the brands
20.	Affidavit under section 13 of Delhi Excise Act,2009 and Rule 23 & 35 of Delhi Excise Rules,2010
21.	Chemical Analysis Report of the brand applied from the Govt. Authorised Lab./other reputed Pvt. institution
22.	An attested copy of the annual account and Balance sheet duly audited
23.	Performance Report of the company issued by E.I.
24.	Personal Bond with Surety of Rs. 5 lacs
25.	List of Directors/partners/members of the company/firm/society or form-32 in case of change from MOA.

26.	Board Resolution/Proof of Authorization in favour of applicant to apply for L-1 licence for the year 2012-13
27.	Photograph of MD/ Applicant Director & Attorney
28.	Name, address & photographs of each of the employees working at the BWH
29.	Affidavit from Existing licensee
30.	Affidavit from New licensee