

- Checklist for the Licence in form L-4 & L-36, L-5 & L-34
 1. Application Form in prescribed Performa
 2. Annual statement of receipt and consumption of denatured spirit verified by AEI
 3. Recommendation of AEI
 4. NOC from DFS
 5. Compliance regarding maintenances of fire safety in affidavit
 6. Affidavit under section 13 of Delhi Excise Act, 2009
- Checklist for the Licence in form L-25, L-26, L-27
 1. Application Form in prescribed Performa
 2. Copy of Site Plan
 3. Copy of Rent Deed
 4. NOC from the owner
 5. Affidavit under section 13 of Delhi Excise Act, 2009
 6. Copy of PAN card
 7. Copy of Voter I -card
 8. Rent Receipt
 9. Compliance regarding maintenance of fire safety in affidavit
- Checklist for the Licence in form P-2
 1. Original Form
 2. Copy of Degree of MBBS
 3. Copy of Registration with Delhi Medical Council
 4. Copy of certificate of registration issued by Delhi Medical Council
- Checklist for the Licence in form P-3
 1. Application Form
 2. Affidavit
 3. NOC from Delhi Fire Services
 4. Inspection Report
 5. Key Plan
- Checklist for the Licence in form P-4/P-5
 1. Application Form

2. Affidavit
 3. NOC from Delhi Fire Services
 4. Copy of site plan
 5. Compliance regarding maintenance of fire safety in affidavit
- Checklist for the Licence in form L-2 (M&TP) and DD-9, L-1(M&TP) and DD-9

1. Application
2. Drug licence
3. Report of Excise Inspector
4. List of directors
5. NOC from DFS
6. Affidavit
7. List of preparatory items
8. Consumption statement of medical opium
9. Details of excise duty to be paid

- Checklist for the Licence in form DD-5

1. Copy of DHS registration certificate
2. Copy of Certificate/degree of qualification
3. Identity proof
4. Copy of PAN card
5. Copy of certificate of registration issued by Delhi Medical Council
6. Due court fee (prevailing RS 150/- and Rs 5/- for application)
7. Lease deed/ownership/Rent agreement of the premises

- Checklist for the Licence in form DD-13

1. Application in prescribed form of Annexure-III
2. Memorandum and Articles of Association Sale Deed
3. Sale Deed
4. Copy of Bio-data in respect of the Pharmacist
5. Copy of Registration with Pharmacy council
6. Copy of 21-B, 20-B, 21, 20 issued by Drug Control department
7. Copy of 20-F, 20-G issued by Drug Control Department
8. Copy of telephone bill in the name of the organisation
9. Copy of PAN card in the name of the organisation
10. Copy of Form DVAT 06 in favour of the organisation
11. Copy of Form DVAT 20 in favour of the organisation
12. Copy of Lease agreement
13. Copy of NOC

14. Copy of Key-Plan
15. Copy of recommendation for various drugs from Drug Control department
16. Copy of Election I Card in r/o the Directors/Authorized signatory etc.
17. Copy of Certified true copy of the Resolution passed by the Board of Directors
18. Affidavit reg. Non-conviction
19. Any other relevant documents/papers asked at the time of Inspection by the Area Excise Inspector
20. Due license fee when offer letter is given to you

Checklist for the License in form DD-11/ Authorisation Permit

1. Application Form
2. Memorandum and Articles of Association sale Deed
3. Sale Deed
4. Copy of Bio-data in respect of the pharmacist
5. Copy of registration with pharmacy council
6. Copy of 21-B, 20-B, 21,20 issued by drug control department
7. Copy of 20-F, 20-G issued by drug control department
8. Copy of telephone bill in the name of the organisation
9. Copy of PAN card in name of the organisation
10. Copy of Form DVAT 06 in favor of the organisation
11. Copy of Form DVAT 20 in favor of the organisation
12. Copy of lease agreement
13. Copy of NOC
14. Copy of key plan
15. Copy of Election I card in/o the director/Authorised signatory etc.
16. Copy of the PAN card in r/o, the director/Authorised signatory etc.
17. Copy of certificate true copy of resolution passed by the Board of Director
18. Affidavit reg non-conviction
19. Relevant document/paper from the time of inspection by Area Excise Inspector

Check-list for issuance of Authorization Permit-----M&TP Branch

S.No.	Documents to be submitted
1.	Application in Annexure III
2.	Affidavit as per Delhi Excise Act, 2009
3.	Site Plan/Lay out plan of the Hospital/Nursing Home
4.	Copy of PAN card in respect of the Applicant and Hospital/Nursing Home
5.	Copy of Valid Registration Certificate issued by Dte. Of Health Services, GNCT of Delhi
6.	Copy of Property papers
7.	Recommendation of Drugs control department, GNCT of Delhi
9.	Any other relevant paper required by the Excise Inspector at the time of Inspection

Checklist for issuance of P-6 license – Possession of special Denatured spirit by Industrial manufacturers (IOC/BPCL/HPCL etc.)

S.No.	Documents to be submitted
1.	Application form
2.	Copy of Valid License to Import and Store Petroleum in Installation
3.	Copy of letter issued by Ministry of Commerce & Industry – Valid License of Petroleum & Explosives Safety Organization
4.	Affidavit as per Delhi Excise Act, 2009
5.	Any other requisite/relevant paper required by the Excise Inspector at the time of Inspection