

Check List for L1F

Sl. No.	Detail of Document
1	Affidavit under section 13 of Delhi Excise Act,2009 and Rule 23 & 35 of Delhi Excise Rules,2010
2	Memorandum & Article of 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/ resolution passed by Board of Directors
3	List of Directors/partners/members of the company/firm/society or form-32 in case of change from MOA.(AS APPLICABLE)
4	Affidavit regarding non- black listing of the applicant firm/applicant/directors/partner/etc. and non-holding of retail license
5	Photograph of MD & Attorney
6	No Dues Certificate from Delhi Excise Department
7	An affidavit-cum-declaration in prescribed Proforma
8	Affidavit regarding submission of Police clearance certificate as per Sec 13 of the Delhi Excise Act, 2009 (within 30 days of grant of license)
9	Official Communication Details i.e. Name of Directors/Partners, Official Mail ID, Contact Number, Address etc.
10	No Dues Certificate from VAT Department, Delhi
11	Copy of PAN Card of Partnership firm/company/proprietorship/society/LLP
12	Power of Attorney duly signed by authorized Director/MD/Partner/Appointment of Attorney by the applicant
13	Board Resolution/Proof of Authorization in favour of applicant to apply for Excise license for the current year
14	An attested copy of the annual account and Balance sheet duly audited for last 2 years
15	PAN/FSSAI/VAT/IEC of Principle Importer and Applicant
16	Copy of latest ITR/Income Tax Clearance/Income tax assessment of company/Partnership firm/LLP/Society/Proprietorship
17	A certificate of solvency to the extend of Rs.2 Lacs issued by SDM/a scheduled commercial bank FDR of equal amount
18	Personal bond with Surety of Rs.5 Lacs.
19	Insolvency Certificate
20	ownership documents of BWH
21	Rent/lease documents b/w applicant & owner of BWH(in case applicant is not owner)
22	NOC from owner of BWH
23	NOC from custom in case of custom BWH is not in the name of applicant
24	Certificate/Attested copy of custom applied BWH
25	Fire Safety Certificate
26	Affidavit regarding fire safety measures
27	Insurance of BWH
28	List of BWH employees along with ID proof & D.O.B/photograph
29	Site plan of BWH (issued by Architect in original)
30	Police Clearance Certificate
31	Other Documents