

L-25 Checklist

S.N	CHECKLIST FOR FRESH LICENSE
1	PAN/Identity proof of Applicant
2	Affidavit as per Delhi Excise Act 2009
3	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/Other
4	List of Directors/partners/members of the company/firm/other
5	Board Resolution/Proof of Authorization Signatory
6	NOC from Delhi Fire Service/ Affidavit for compliance regarding installation of fire fighting equipments
7	Ownership/Rent/lease documents of the premises and NOC from the owner (in case of applicant is not owner)
8	GST Registration Certificate of Firm/Company/Other
9	Copy of PAN of Firm/Company
10	Copy of Key Site Plan
11	Police Clearance Certificate
12	Other documents
13	-

L-4/L-35 Checklist:-

S.N	CHECKLIST
1	Copy of PAN/Identity proof of Director/Applicant
2	Affidavit as per Delhi Excise Act 2009
3	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
4	List of Directors/partners/members of the company
5	Board Resolution/Proof of Authorization Signatory
6	Copy of PAN Firm/Company
7	GST Registration Certificate of Firm/Company
8	Ownership/Rent/lease documents of the premises and NOC from the owner (in case applicant is not owner)
9	NOC from Delhi Fire Service/ Affidavit for compliance regarding installation of fire fighting equipments
10	Fire Safety Certificate
11	Key Site plan of BWH (issued by Architect in original)
12	Police Clearance Certificate
13	Other Documents

L-5/L-34 Checklist:-

S.N	CHECKLIST
1	Other Documents
2	Copy of PAN/Identity proof of Director/Applicant
3	Key Site plan of BWH (issued by Architect in original)
4	Affidavit as per Delhi Excise Act 2009
5	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
6	List of Directors/partners/members of the company
7	Board Resolution/Proof of Authorization Signatory
8	Copy of PAN Firm/Company
9	GST Registration Certificate of Firm/Company
10	Ownership/Rent/lease documents of the premises and NOC from the owner (in case applicant is not owner)
11	NOC from Delhi Fire Service/ Affidavit for compliance regarding installation of fire fighting equipments
12	Other Documents
13	Fire Safety Certificate
14	Police Clearance Certificate

AP Checklist:-

S.N	CHECKLIST
1	PAN/Identity proof of applicant
2	Affidavit as per Delhi Excise Act 2009
3	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/Other.
4	List of Director/partners/members of the company/firm/other
5	Board Resolution/Proof of Authorization Signatory
6	Copy of Registration with Delhi Medical Council in case of Hospital (if applicable)
7	Directorate General of Health Services (DGHS) registration in case of Hospital
8	Copy of Medical Degree in case of Pvt. Hospital.
9	Drug recommendation issued from Directorate General of Health Services, GNCTD.
10	NOC from Delhi Fire Service/ Affidavit for compliance regarding installation of fire fighting equipment's
11	Ownership/Rent/lease documents of the premises and NOC from the owner (in case of applicant is not owner)
12	GST Registration Certificate of Firm/Company/Other
13	Copy of PAN of Hospital/other
14	Copy of Key Site Plan
15	Police Clearance Certificate
16	Other Documents

DD-9 Checklist:-

S.N	CHECKLIST
1	Copy of PAN card of Director/Applicant
2	GST Registration Certificate of Firm/Company
3	List of Director/partners/members of the company
4	Ownership/Rent/lease documents of premises/BWH and NOC from the owner(in case of applicant is not owner)
5	Key site plan of BWH (issued by Architect in original
6	GST Registration Certificate of Firm/Company
7	Key site plan
8	NOC from Delhi Fire Service/Affidavit for compliance regarding installation of fire fighting equipments
9	Link license issued by the Drugs Controller/Assistant Drugs Controller, Delhi Administration under the Drugs and Cosmetics Rules, 1945 made under the Drugs and Cosmetics Act,1940
10	List of medicine/drug approved by the Concerned Authority/Department
11	Particulars of Registered Pharmacist
12	Affidavit as per Delhi Excise Act 2009
13	Board Resolution/Proof of Authorization Signatory
14	Police Clearance Certificate
15	Other Documents

DD-10 Checklist:-

S.N	CHECKLIST
1	Copy of PAN/Identity proof of Applicant
2	Affidavit as per Delhi Excise Act 2009
3	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
4	List of Directors/partners/members of the company
5	Board Resolution/Proof of Authorization Signatory
6	Copy of PAN Firm/Company
7	GST Registration Certificate of Firm/Company
8	Ownership/Rent/lease documents of the premises and NOC from the owner (in case applicant is not owner)
9	Key site plan
10	NOC from Delhi Fire Service/ Affidavit for compliance regarding installation of fire fighting equipments
11	Link licence/appropriate licence in Forms 20-B and 21-B under Drugs and Cosmetics Rules, 1945 made under the Drugs and Cosmetics Act, 1940
12	Medicine/Drugs recommendation issued by the Drugs Control Department, GNCTD
13	Police Clearance Certificate
14	Other Documents

DD-11 Checklist:-

S.N	CHECKLIST
1	Copy of PAN card of Director/Applicant
2	GST Registration Certificate of Firm/Company
3	List of Director/partners/members of the company
4	Ownership/Rent/lease documents of premises/BWH and NOC from the owner(in case of applicant is not owner)
5	Copy of Key site plan
6	GST Registration Certificate of Firm/Company
7	Key site plan
8	NOC from Delhi Fire Service/Affidavit for compliance regarding installation of fire fighting equipments
9	Link license issued by the Drugs Controller/Assistant Drugs Controller, Delhi Administration under the Drugs and Cosmetics Rules, 1945 made under the Drugs and Cosmetics Act,1940
10	List of medicine/drug approved by the Concerned Authority/Department
11	Particulars of Registered Pharmacist
12	Affidavit as per Delhi Excise Act 2009
13	Board Resolution/Proof of Authorization Signatory
14	Police Clearance Certificate
15	Other Documents

P-2 Checklist for renewal:-

S.N	CHECKLIST
1	Copy of PAN/Identity proof of Applicant
2	Other documents
3	Affidavit as per Delhi Excise Act 2009
4	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
5	List of Director/partners/members of the company
6	Board Resolution/Proof of Authorization Signatory
7	Copy of Registration with Delhi Medical Council in case of Hospital
8	Directorate General of Health Services (DGHS) registration in case of Hospital
9	Copy of Medical Degree in case of Hospital
10	NOC from Delhi Fire Service/ Affidavit for compliance regarding installation of fire fighting equipment's
11	Ownership/Rent/lease documents of the premises and NOC from the owner (in case of applicant is not owner)
12	GST Registration Certificate of Firm/Company/Other
13	Copy of PAN of Firm/Hospital/other
14	Copy of Key Site Plan
15	Police Clearance Certificate
16	Other documents

P-3 Checklist:-

S.N	CHECKLIST
1	PAN/Identity proof of applicant
2	Other Documents
3	Affidavit as per Delhi Excise Act 2009
4	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/Other.
5	List of Director/partners/members of the company/firm/other
6	Board Resolution/Proof of Authorization Signatory
7	Registration copy of Directorate of Health Services, Directorate of Ayuhs (in case of Medical Institutes/Hospital)/ Registration copy of directorate of Education and the universities located in Delhi (in case of educational institute)/ Registration copy under the control of the Government/local authority (in case of Hospital/dispensaries)/ other.
8	Copy of Medical Degree (in case of Hospital)
9	NOC from Delhi Fire Service/ Affidavit for compliance regarding installation of fire fighting equipment's
10	Ownership/Rent/lease documents of the premises and NOC from the owner (in case of applicant is not owner)
11	GST Registration Certificate of Firm/Company/Other
12	Copy of PAN of Firm/Hospital/other
13	Copy of Key Site Plan
14	PAN/Identity proof of applicant
15	Police Clearance Certificate
16	Other Documents

P-4 Checklist:-

S.N	CHECKLIST
1	PAN/Identity proof of applicant
2	An affidavit for submission of an amount of supervision charges in accordance with fixed limit for possession of spirit
3	Affidavit as per Delhi Excise Act 2009
4	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/Other
5	List of Director/partners/members of the company/firm/other
6	Board Resolution/Proof of Authorization Signatory
7	List of plant/Machinery and lab equipments (if applicable/if any).
8	NOC from Delhi Fire Service/Affidavit for compliance regarding installation of fire fighting equipment's
9	Ownership/Rent/lease documents of the premises and NOC from the owner (in case of applicant is not owner)
10	Copy of relevant licenses for manufacturing
11	GST Registration Certificate of Firm/Company/Other
12	Copy of PAN of Firm/Company/other.
13	Copy of Key Site Plan
14	Police Clearance Certificate
15	Other Documents

P-5 Checklist:-

S.N	CHECKLIST
1	PAN/Identity proof of applicant
2	Affidavit as per Delhi Excise Act 2009
3	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/Other.
4	List of Director/partners/members of the company/firm/ educational institution/other
5	Board Resolution/Proof of Authorization Signatory
6	NOC from Delhi Fire Service/Affidavit for compliance regarding installation of fire fighting equipment's
7	Ownership/Rent/lease documents of the premises and NOC from the owner (in case of applicant is not owner)
8	Registration copy of Directorate General of Health Services (in case of hospital)
9	GST Registration Certificate of Firm/Company/Other
10	Copy of PAN of Firm/Company/other
11	A list of preparations which are to be manufactured (if applicable)
12	The copy of relevant licenses in case manufacture and sale of homoeopathic medicines (if applicable)
13	An affidavit for submission of an amount of security and a bond in accordance with fixed limit for possession of spirit (if applicable)
14	List of plant/Machinery and lab equipments (if applicable/if any).
15	Copy of Key Site Plan
16	Police Clearance Certificate
17	Other Documents

P-6 Checklist:-

S.N	CHECKLIST
1	PAN/Identity proof of applicant
2	Other documents
3	Affidavit as per Delhi Excise Act 2009
4	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
5	List of Director/partners/members of the company
6	Board Resolution/Proof of Authorization Signatory
7	Copy of PAN Firm/Company
8	GST/VAT Registration Certificate of Firm/Company
9	Ownership/Rent/lease documents of the premises and NOC from the owner (in case applicant is not owner)
10	Key site plan
11	NOC from Delhi Fire Service/ Affidavit for compliance regarding installation of fire fighting equipment's
12	Copy of License to import and store petroleum in installation
13	License/letter of Petroleum & Explosives Safety Organization Commerce & Industry
14	An affidavit for submission of an amount of security and bond.
15	Police Clearance Certificate
16	Other documents