

APPLICATION FORM FOR GRANT OF L-12/L-12F LICENSE

1	NAME OF THE APPLICANT (COMPANY/ PARTNERSHIP FIRM/ SOCIETY/ INDIVIDUAL PROPRIETOR)	
2	ADDRESS OF THE APPLICANT	
3	STATUS OF THE APPLICANT (VIZ. PROPRIETOR/PARTNER/ DIRECTOR ETC.)	
4	NAME OF THE DEPARTMENTAL STORE	
5	ADDRESS OF THE DEPARTMENTAL STORE	
6	I. NATURE OF POSSESSION OF PREMISES (WHETHER ON LEASE OR OWNED - ATTACH COPY OF PROOF) II. DATE OF POSSESSION	
7	DETAILS OF REGISTRATION CERTIFICATE WITH DEPTT. OF TRADE & TAXES: I. DATE OF GRANT OF CERTIFICATE II. DATE OF VALIDITY OF CERTIFICATE	

Contd..... 2

8	NAME OF THE DIFFERENT SEGMENTS OF VARIOUS CATEGORIES OF GOODS SOLD IN THE DEPARTMENTAL STORE (Tick mark, whichever is applicable)	I.	Grocery Items	
		II	Vegetables	
		III	Frozen Foods	
		IV	Sugary & Bakery Items	
		V	Toiletries	
		VI	Cosmetics	
		VII	House hold goods	
		VIII	Toys	
		IX	Sports Items	
		X	Electronic appliances	
		XI	Apparels	
		XII	Office Stationery	
		XIII	Any other Goods	
9	TOTAL CARPET AREA OF THE DEPARTMENTAL STORE (IN SQ. FEET BUT EXCLUDING OFFICE SPACE, IF ANY)			
	LENGTH:			
	BREADTH:			
	TOTAL (IN SQ. FEET)			
10	AREA EARMARKED FOR DISPLAY AND STORAGE OF BEER /WINE IN THE DEPARTMENTAL STORE			
	LENGTH:			
	BREADTH:			
	TOTAL (IN SQ. FEET):			
11	WHETHER PREMISES IS FITTED WITH FIRE SAFETY EQUIPMENTS			
12	TURNOVER OF THE DEPARTMENTAL STORE OVER LAST ONE YEAR:			
	i) Sale of Taxable (VAT) Goods			
	ii) Sale of Tax Free Goods			
	iii) TOTAL			

Contd.....3

13	DETAILS OF BANK ACCOUNT OF THE APPLICANT	
	Account No.	
	Name & Address of Bank	
14	PERMANENT ACCOUNT NUMBER (PAN) OF THE APPLICANT	
15	WHETHER FACILITY OF COMPUTERISED BILLING SYSTEM IS AVAILABLE AT THE DEPARTMENTAL STORE	
16	LIST OF DOCUMENTS ATTACHED WITH THE APPLICATION FORM	1)
		2)
		3)
		4)
		5)
		6)
		7)
		8)
		9)
		10)

Dated: _____

Signature _____

Name _____

(Seal of Firm / Company)

CHECK LIST FOR APPLICATION FOR GRANT OF L-12 LICENSE

SR. NO.	Documents	Page No.
1)	Proof of residence (copy of Elec. I. Card/ Passport / Driving License)	
2)	Copy of Partnership Deed / Memorandum / Article of Association	
3)	Copy of Lease Deed / Sale Deed / Conveyance Deed/Gift Deed etc.	
4)	Copy of N.O.C. from landlord in case of leased premises.	
5)	Documentary proof in support of area of premises which is being used as Departmental Store.	
6)	Copy of document in support of premises being located in a Commercial Complex / Area recognized by DDA / NDMC / MCD	
7)	Copy of Registration Certificate with Trade & Taxes Department	
8)	List of items being sold at the Departmental Store	
9)	Copy of latest Bank Account Statement	
10)	Copy of PAN CARD	
11)	Copy of latest filed Income Tax Return.	
12)	Layout plan of Departmental Store indicating the area earmarked for storage, display & sale of Beer / Wine	
13)	Affidavit as per Annexure -II	
14)	Proof of deposit of Application Fee.	
15)	Copy of VAT Returns for at least one year prior to date of application	

Signature _____

Name _____

(Seal of the Firm/Company)

ANNEXURE-II

AFFIDAVIT

I, _____ S/o or D/o or Authorized Representative of _____, R/o _____, do hereby solemnly state and affirm that:

- 1) I am a Citizen of India.
- 2) I or the Applicant Company is not a defaulter or black-listed or debarred from holding an Excise License;
- 3) I possess good moral character and has no criminal background and has not been convicted of any offence punishable under Delhi Excise Act or other relevant Acts;
- 4) I or the Applicant Company is not in arrears of any Government or Public dues;
- 5) I or any of my family members do not hold any Excise License.
- 6) I am (or The Applicant Company is) solvent and has the necessary funds or has made arrangements for it, for conducting the business;
- 7) I am (or The Applicant Company is) running the Departmental Store by the name _____ w.e.f. _____ and the gross turnover of the firm/ company during the last year was Rs. _____ (Rupees _____).
- 8) The total taxable turnover of the Departmental Store during the last one year has been Rs. _____ (Rupees _____ only);
- 9) I am (or The Applicant Company is) in actual physical possession of the premises measuring _____ sq. feet of carpet area and the premises has not been constructed in violation of any law;.
- 10) The business premise is owned by me or _____ and has been taken on a monthly rent of Rs. _____ (Rupees _____) for a period of _____ months.
- 11) I (or The Applicant Company) solemnly undertake to comply with all the provisions of the Delhi Excise Act, 2009 and the Rules framed there under namely Delhi Excise Rules, 2010 in totality without any exception.

(Deponent)

Certified that the facts mentioned above are true and correct and nothing has been concealed there from, which if proved otherwise is liable to cancellation of the license so granted.

(Deponent)