

**GOVERNMENT OF ASSAM**  
**OFFICE OF THE COMMISSIONER OF EXCISE :: ASSAM :: GUWAHATI ::**

**No. 494572/7**

From : Shri Jitu Doley, IRS  
Commissioner of Excise, Assam  
Housefed Complex, Dispur, Ghy-6.

To : 1. The Superintendent of Excise (All).....  
2. Deputy Superintendent of Excise(All).....

**Sub : Check list for submission of proposals for grant of liquor licences.**

Sir,

I am to send herewith 6 nos. of checklists, approved by the Government, containing list of documents required for submission of proposal for the excise licences mentioned therein, and request you to adhere to the checklist while processing the corresponding proposals.

Enclosure : **6 nos. checklist.**

Yours faithfully,

Digitally signed by  
JITU DOLEY

Date: 04-12-2025

17:49:17  
Commissioner of Excise, Assam  
Housefed Complex, Dispur, Ghy-6

**Memo No. 494572/7-A**

Copy to :-

1. The Under Secretary to the Govt. of Assam, Excise Deptt, Dispur, Ghy -6 for favour of information with reference to Govt. letter No. 688743/41 dt. 25/11/2025.

**E-signed**

Commissioner of Excise, Assam  
Housefed Complex, Dispur, Ghy-6

## Checklist-1

**List of documents to be submitted for new IMFL ON/OFF & C.S Retail license**

1. Duly filled up Application form.
2. Age proof certificate of Proprietor/ Partner(s)/ Director(s), as the case may be.
3. Proof of deposit of non-refundable Application Fee.
4. Copies of self-attested Permanent Account Number (PAN) of proprietor/ partnership firm and its partners / company and its directors.
5. Affidavit on eligibility under rule 296 of the Assam Excise Rules, 2016.
6. Description of the site on which the proposed shop is to be set up (enclose site plan).
7. Distance from National / State Highway.
8. Distance from Educational Institution, Hospital and Place of Public worship. Please refer to relevant rule 289. (For Municipal Corporation 50 (fifty) meters, Municipality /Town Committee 100 (one hundred) meters and for rural areas 150 (one hundred & fifty) meters).
9. Copy of the document showing the applicant's right, title and interest on the proposed site or the land.
10. Copy of the plan of the building which the applicant intends to use or construct for his shop.
11. Bakijai Clearance certificate.
12. Land revenue clearance certificate.
13. No electricity dues certificate from APDCL.
14. IN CASE THE APPLICANT IS A **PARTNERSHIP FIRM**, following additional documents are required to be submitted.
  - i. Copy of the partnership deed.
  - ii. A self attested copy of the registration certificate showing the registration of the Partnership Deed.
  - iii. Complete bio-data of partners including names and addresses.
  - iv. A self-attested photocopy of the PAN.
  - v. Bank particulars of partners.
  - vi. The name and complete bio-data of the person who shall deal with Excise matters.
15. IN CASE THE APPLICANT IS A **COMPANY**
  - i. Copy of certificate of incorporation issued by the Registrar of Companies and Memorandum of Association and Articles of Association.
  - ii. Location of the registered office.

- iii. Particulars of Directors.
- iv. Particulars of bank account of the company as well as the individual Directors.
- v. A photocopy of the PAN Card of the company as well as those of the individual Directors duly attested.
- vi. A copy of the Board's resolution, if any, relevant to the application.
- vii. A copy of the Board's resolution stating the name and complete bio-data of the person who shall deal with Excise matters.

**List of documents to be submitted for new IMFL/ CS Wholesale license**

1. Duly filled up Application form.
2. Age proof certificate of Proprietor/ Partner(s)/ Director(s), as the case may be.
3. Proof of deposit of non-refundable Application Fee.
4. Copies of self-attested Permanent Account Number (PAN) of proprietor/ partnership firm and its partners / company and its directors.
5. Affidavit on eligibility under rule 296 of the Assam Excise Rules, 2016.
6. Description of the site on which the proposed Wholesale Warehouse is to be set up (enclose site plan).
7. Copy of the plan of the building which the applicant intends to use or construct for his Wholesale Warehouse.
8. Bakijai Clearance certificate.
9. Land revenue clearance certificate.
10. No electricity dues certificate from APDCL.
11. IN CASE THE APPLICANT IS A **PARTNERSHIP FIRM**, following additional documents are required to be submitted.
  - i. Copy of the partnership deed.
  - ii. A self attested copy of the registration certificate showing the registration of the Partnership Deed.
  - iii. Complete bio-data of partners including names and addresses.
  - iv. A self-attested photocopy of the PAN.
  - v. Bank particulars of partners.
  - vi. The name and complete bio-data of the person who shall deal with Excise matters.
12. IN CASE THE APPLICANT IS A **COMPANY**
  - i. Copy of certificate of incorporation issued by the Registrar of Companies and Memorandum of Association and Articles of Association.
  - ii. Location of the registered office.
  - iii. Particulars of Directors.
  - iv. Particulars of bank account of the company as well as the individual Directors.
  - v. A photocopy of the PAN Card of the company as well as those of the individual Directors duly attested.
  - vi. A copy of the Board's resolution, if any, relevant to the application.
  - vii. A copy of the Board's resolution stating the name and complete bio-data of the person who shall deal with Excise matters.

- viii. The purpose for which the authorized wholesale Warehouse is proposed to be opened, specifying in detail the nature of the business which the applicant desires to carry on therein and the expected volume of transaction
13. The name of the place at which, the site on which and the building in which the warehouse is to be constructed or worked
  14. Copy of the document showing the applicant's right, title and interest on the proposed site or the land.
  15. The date from which the authorised wholesaler proposes to start working of the authorized wholesale warehouse
  16. 4 (four) copies of the approved plan of the buildings which he intends to use for his warehouse and a layout plan showing the position of store-rooms, warehouses etc.
  17. Whether the applicant or any of his partners holds on the date of application or, held at any time in the past, individually or in partnership with others, any license issued by any Excise authority of any State in India and if so, the details
  18. Proof of solvency of the applicant
  19. Whether the applicant/ applicants is/ are liable to pay any dues to Government, such as arrears of Excise Duty or fees, Sales Tax, Income Tax etc. in respect of any other license held by him

## Checklist-3

**List of documents to be submitted for shifting of IMFL ON/OFF & C.S. license**

1. Duly filled up Application form.
2. Age proof certificate of Proprietor/ Partner(s)/ Director(s), as the case may be.
3. Proof of deposit of non-refundable Application Fee.
4. Reason for shifting as per **rule 294-A**.
5. Copies of self-attested Permanent Account Number (PAN) of proprietor/ partnership firm and its partners / company and its directors.
6. Affidavit on eligibility under rule 296 of the Assam Excise Rules, 2016.
7. Description of the site on which the proposed shop is to be set up (enclose site plan).
8. Distance from National / State Highway. **(Not applicable for Wholesale license)**
9. Distance from Educational Institution, Hospital and Place of Public worship. Please refer to relevant rule 289. (For Municipal Corporation 50 (fifty) meters, Municipality /Town Committee 100 (one hundred) meters and for rural areas 150(one hundred & fifty) meters). **(Not applicable for Wholesale license)**
10. Copy of the document showing the applicant's right, title and interest on the proposed site or the land.
11. Copy of the plan of the building which the applicant intends to use or construct for his shop.
12. No electricity dues certificate from APDCL.
13. In case of IMFL "ON" licenses, GST/VAT clearance certificate.

Checklist-4

**List of documents for transfer of ownership (on death) IMFL & C.S license under Rule 301**

1. Affidavit on eligibility under rule 296 of the Assam Excise Rules, 2016
2. Upto date renewal status of the license.
3. Age proof certificate
4. Next of kin certificate
5. Death certificate of original licensee

## Checklist-5

**List of documents to be submitted for inclusion/exclusion of partner in IMFL & C.S. license.**

1. Application fee
2. Age proof certificate of Proprietor/ Partner(s)/ Director(s), as the case may be.
3. Copy of the partnership deed.
4. A self attested copy of the registration certificate showing the registration of the Partnership Deed.
5. Complete bio-data of partners including names and addresses.
6. A self-attested photocopy of the PAN.
7. Bank particulars of partners.
8. The name and complete bio-data of the person who shall deal with Excise matters.
9. Percentage (%) of stake of the original licensee
10. Affidavit on eligibility under rule 296 of the Assam Excise Rules, 2016.
11. Bakijai Clearance certificate.
12. Land revenue clearance certificate.
13. No electricity dues certificate from APDCL.
14. In case of IMFL "ON" licenses, GST/VAT clearance certificate.



## Checklist-6

List of documents to be submitted for Heritage Alcoholic beverages manufactory license/ Winery

1. Applicants name, parentage & permanent address
2. Application fee
3. Age proof certificate of Proprietor/ Partner(s)/ Director(s), as the case may be.
4. Details of technology for the manufacture of heritage alcoholic beverages such as:-
  - i) Method of manufacture;
  - ii) Raw materials to be used and proportion of yield there from;
  - iii) Starter cake to be procured, added and proportion thereof *vis-à-vis* other raw materials alongwith stages involved;
  - iv) Duration of fermentation alongwith process to be followed;
  - v) Details of bottling process, sealing and labelling; and
  - vi) Name of brands and their origin in terms of the communities or tribes involved traditionally in the manufacture of the particular brands;
5. Product profile such as marketing capacity in and outside Assam and revenue prospects;
6. Manufactory/ Winery details such as systematic profile of the plant and it's working;
7. Details regarding place of establishment of manufactory, such as ownership, commercial conversion;
8. Copy of the document showing the applicant's right, title and interest on the proposed site or the land;
9. Pollution and environmental factors, if any, clearance from the concerned department;
10. Treasury Challan showing deposit of Application Fee of rupees twenty five thousand only;
11. If the applicant is a firm, company or corporation, it shall submit the following particulars and documents in addition to the particulars and documents submitted above:-
  - A) In case of a partnership firm:-
    - i. Copy of the partnership deed.

- ii. A self attested copy of the registration certificate showing the registration of the Partnership Deed.
- iii. Complete bio-data of partners including names and addresses.
- iv. A self-attested photocopy of the PAN.
- v. Bank particulars of partners.
- vi. The name and complete bio-data of the person who shall deal with Excise matters.

B) In case of a company:-

- i. Copy of certificate of incorporation issued by the Registrar of Companies and Memorandum of Association and Articles of Association.
- ii. Location of the registered office.
- iii. Particulars of Directors.
- iv. A self attested proof of filing the documents with the Registrar of Companies.
- v. Particulars of bank account of the company as well as the individual Directors.
- vi. A photocopy of the PAN Card of the company as well as those of the individual Directors duly attested.
- vii. A copy of the Board's resolution, if any, relevant to the application.
- viii. A copy of the Board's resolution stating the name and complete bio-data of the person who shall deal with Excise matters

12. Affidavit on eligibility under **Rule 296** of the Assam Excise Rules, 2016.

13. Bakijai Clearance certificate.

14. Land revenue clearance certificate.

15. No electricity dues certificate from APDCL.

16. Description of the site on which the proposed manufactory/winery is to be set up (enclose site plan).

17. In case of **retail sale** in shopping malls, grocery shops, shops selling food items (including restaurants and hotels)

- i) Applicant's ID proof.
- ii) Address proof of the location.
- iii) Photographs of the premises.
- iv) Trade licenses.