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***Excise Department,  
State of Maharashtra***  
Checklist, Fee &  
Procedures of Existing  
Digital Services

Finished

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# 1. Premise Registration for temporary one day function license – Citizen Service

## 1.1. Checklist

Sl. No	Criteria
1	Application form for the premise where the one-day function will be held.
2	Name & Address Proof of the Applicant
3	Photograph
4	Signature
5	<p>Proof of the Applicant's type – Whether Individual or Company or Partnership Firm or Trust</p> <ul style="list-style-type: none"> <li>• If Partnership/LLP Firm: <ul style="list-style-type: none"> <li>○ Registered partnership deed or L.L.P Documents is required</li> </ul> </li> <li>• If Company Limited or Public: <ul style="list-style-type: none"> <li>○ Certificate of Registration of Company from Company Registrar</li> <li>○ Form 32 of all Directors</li> <li>○ Resolution of Board of Directors</li> <li>○ Memorandum of Association</li> <li>○ Articles of Association</li> </ul> </li> <li>• If Cooperative or Public Company: <ul style="list-style-type: none"> <li>○ Certificate of Registration of Company from Co-operative Department/Company Registrar</li> <li>○ Resolution of Board of Directors about the appointment of Executive Directors and for the permission of this trade</li> <li>○ In case of Cooperative society – Copy of Bye Laws/Certificate of Registration and Resolution</li> </ul> </li> </ul>
6	<p>Premises Details</p> <ul style="list-style-type: none"> <li>• Document related to the place or property <ul style="list-style-type: none"> <li>○ Documents of Ownership: <ul style="list-style-type: none"> <li>▪ 7/12 of the property</li> <li>▪ Property card from local self-government bodies wherever relevant</li> </ul> </li> <li>○ On Lease Agreement <ul style="list-style-type: none"> <li>▪ 7/12 of the property</li> <li>▪ Property card from local self-government bodies wherever relevant</li> <li>▪ NOC of the owner for serving liquor in his/her property</li> <li>▪ Registered copy of lease agreement/rent agreement</li> </ul> </li> </ul> </li> </ul>
7	<p>Plan of the proposed premises showing following details</p> <ul style="list-style-type: none"> <li>• Detailed plan of proposed license premises</li> <li>• Location/Site plan</li> <li>• Boundaries (North, South, East, West) of proposed premises</li> <li>• Schedule of the area</li> <li>• License type and trade name under which the applicant wishes to operate his business</li> <li>• Detailed address of propose license premises</li> <li>• North Direction</li> </ul>

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## ***1.2. Fees***

Not Applicable

## ***1.3. Process Description for one day function License***

1. Applicant submits an online application for premises registration along with the checklist documents.
2. Superintendent of the State Excise sends the application to Inspector of state excise of that location.
3. After physical verification of the location, Inspectors submits its report and additional comments in the system.
4. Based on the suggestions of Inspector, State Excise, the Superintendent approves or rejects the application.
5. The applicants get the notification for approval or rejection of the premises.
6. If the premises are approved, then the applicant can apply for F.L.IV-A license.

## **2. Form F.L.IV.A – Citizen Service**

### **2.1. Checklist**

Sl. No	Criteria
1	Application Form with the Court Fee Stamp Rs. 5/-
2.	Premises Registration Number
3.	Identity Proof of applicant

### **2.2. Fees**

Category	License Fee
<b>For Charity purpose, Consulate, Social/Family Function</b>	
<b>(i) Population upto to 1 lakh</b>	<b>3,000</b>
<b>(ii) Population from 1,00,001 to 10,00,000</b>	<b>5,000</b>
<b>(iii) Population from 10,00,001 to 20,00,000</b>	<b>7,000</b>
<b>(iv) Population more than 20,00,000</b>	<b>10,000</b>
<b>For Commercial Event such as Entertainment function or Sporting Event</b>	<b>20,000</b>

Note: In addition there is an application of Rs 100/-

### **2.3. Process Description for temporary one day function license**

1. Applicant submits an online application along with the documents mentioned in the checklist
2. Applicant pays the license fee in GRAS system and upload the Challan copy in the portal.
3. Superintendent State Excise verifies the challan and informs the applicant through the portal.
4. For double verification the applicant uploads the same Challan again in the system which is reverified by the Superintendent.
5. The superintendent then defaces the challan in the GRAS system and approves the application.
6. The system notifies the applicant about the approval status and then the applicant can download the license.

## **3. Form F.L.X-C – Citizen Service**

### **3.1. Checklist**

Sl. No	Criteria
1	Application Form
2	License fee – For one year: INR105/- & For Lifetime: INR 1005/-
3	Photo Identity
4	Proof of Residence
5	Proof of Age
6	Photograph & Signature

### **3.2. Fees**

For one year: INR105/- & For Lifetime: INR 1005/-

### **3.3. Process Description for One year and lifelong Permission – Permit for the purchase, possession, transport, use and consumption of Foreign Liquor and Country Liquor in the State of Maharashtra**

1. Applicants submits on online application at this portal <https://exciseservices.mahaonline.gov.in/> along with documents mentioned in the checklist.
2. After the submission of application and document by the applicant, the superintendent verifies the application and the document and approves the application.
3. After approval of the application, the system sends an automated message to the applicant.
4. After approval, the applicant can download the permit from the portal.

## **4. Form CL-C– Citizen Service**

### **4.1. Checklist**

Sl. No	Criteria
1	Application Form
2	License fee – For one day: INR 2/-
3	Proof of Age

### **4.2. Fees**

License Fee: INR 2/-

### **4.3. Process Description for one day permission for country liquor – one day permit for the purchase, possession, transport, use and consumption of Country Liquor in the State of Maharashtra**

1. Applicants submits on online application at this portal <https://exciseservices.mahaonline.gov.in/> along with documents mentioned in the checklist.
2. After the submission of application and document by the applicant, age verification is done through Aadhar system and then the application is approved.
3. After approval of the application, the system sends an automated message to the applicant.
4. After approval, the applicant can download the permit from the portal.

## **5. Form FL-F – Citizen Service**

### **5.1. Checklist**

Sl. No	Criteria
1	Application Form
2	License fee – For one day: INR 5/-
3	Proof of Age

### **5.2. Fees**

License Fee: INR 5/-

### **5.3. Process Description for one day permission for foreign liquor – one day permit for the purchase, possession, transport, use and consumption of Foreign Liquor in the State of Maharashtra**

1. Applicants submits on online application at this portal <https://exciseservices.mahaonline.gov.in/> along with documents mentioned in the checklist.
2. After the submission of application and document by the applicant, the age is verified through Aadhar system and application is approved by the system.
3. After approval of the application, the system sends an automated message to the applicant.
4. After approval, the applicant can download the permit from the portal.

# 6. Form F.L.W I – Wholesaler Service

## 6.1. Checklist

Sl. No	Criteria
1	Application in Form F.L.W.A – 1A along with Court Fee Stamp of INR 5/- and application fee of INR 25/-
2	Identity proof of applicant
3	Address proof of applicant
4	Proof of the Applicant's type – Whether Individual or Company or Partnership Firm or Trust <ul style="list-style-type: none"><li>• If Partnership/LLP Firm:<ul style="list-style-type: none"><li>○ Registered partnership deed or L.L.P Documents is required</li></ul></li><li>• If Company Limited or Public:<ul style="list-style-type: none"><li>○ Certificate of Registration of Company from Company Registrar</li><li>○ Form 32 of all Directors</li><li>○ Resolution of Board of Directors</li><li>○ Memorandum of Association</li><li>○ Articles of Association</li></ul></li><li>• If Cooperative or Public Company:<ul style="list-style-type: none"><li>○ Certificate of Registration of Company from Co-operative Department/Company Registrar</li><li>○ Resolution of Board of Directors about the appointment of Executive Directors and for the permission of this trade</li></ul></li></ul>
5	Photograph & Signature of applicant
6	Consent Letter of “BRL – Winery” Manufacturer to appoint applicant's firm as an authorized wine wholesaler
7	Premises Details <ul style="list-style-type: none"><li>• Document related to the place or property<ul style="list-style-type: none"><li>○ Documents of Ownership:<ul style="list-style-type: none"><li>▪ 7/12 of the property</li><li>▪ Property card from local self-government bodies wherever relevant</li></ul></li><li>○ On Lease Agreement<ul style="list-style-type: none"><li>▪ 7/12 of the property</li><li>▪ Property card from local self-government bodies wherever relevant</li><li>▪ NOC of the owner for liquor business</li><li>▪ Registered copy of lease agreement/rent agreement</li></ul></li></ul></li></ul>
8	Plan of the proposed premises showing following details (Blueprint 4 copies) <ul style="list-style-type: none"><li>• Detailed plan of proposed license premises</li><li>• Location/Site plan</li><li>• Schedule of the area</li><li>• License type and trade name under which the applicant wishes to operate his business</li><li>• Detailed address of propose license premises</li><li>• North Direction</li></ul>
9	Authorized Construction Proof

## 6.2. Fees

**Current License Fees:** INR 11,960/- for the year 2020-21

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### ***6.3. Process Description for wholesale license for Wine – Trade and import license for removal from custom frontier and for import and vend of wine by wholesale, not to be drunk on premise***

1. Applicant should submit an application along with documents that are mentioned in the checklist.
2. After the submission of the application, Appointed Officer not below the rank of Sub Inspector submits the inspection and verification report.
3. Then, Superintendent submits a letter for the verification of Antecedent Certificate of the applicant from the Police Department.
4. Then, Superintendent verifies the report as per the scrutiny sheet and if he/she has no objection then the Superintendent approves the application.
5. Then, intimation letter for granting the license to pay the fees is given to the applicant and the solvency certificate of 50% of the license fees. (Note: The applicant should provide the physical copy of Solvency Certificate to the Superintendent and this should be kept in physical custody)
6. Then, the applicants pay the fee through GRAS system and uploads the challan to online services system.
7. After that, the Superintendent verifies challan and he/she deface the challan in GRAS system.
8. Post defacement of the challan, the Superintendent finally gives approval to the entire process by digitally signing the application.
9. Then the system notifies the applicant about the approval of his application and following that the applicant can download the license in form F.L.W.1 from the portal.

# 7. Form C.L.II – Wholesaler Service

## 7.1. Checklist

Sl. No	Criteria
1	Application Form on Company's Letter Head with the Court Fee Stamp Rs. 5/-
2	Challan Copy for the Application fees of Rs. 100/-
3	Proof of ownership of the place. Property documents in case the place at which the project is to constructed is self-owned. Otherwise upload Rent or Lease Agreement along with the NOC from the Owner
4	If the firm is Private Limited Company, then upload Memorandum of Association and Articles of Association document. If the firm is a partnership firm, then upload Partnership Deed Copy along with the Aadhaar cards of all Directors/Partners involved (with form 32)
5	Proposed Warehouse Blueprint (4 copies). Note: The area of the warehouse premises shall be at least 45 sq. meter and shall have a storage capacity of at least 2,500 cases of country liquor at a time
6	Self- declaration stating no pending dues from any Government Department
7	Bank guarantee / solvency certificate
8	Documents regarding the procurement details of Country Liquor (Letter from CL-I)
9	Antecedent Certificate from the Police Department
10	Undertaking for following rules and regulations
11	Authorized Construction Certificate

## 7.2. Fees

Serial No	Type of License	Description of License	Fee for grant / renewal / continuance for one year / one case (in ₹)
(1)	(2)	(3)	(4)
C-2	Form CL-II	License granted under Rule 14(2) the Maharashtra Country Liquor Rules, 1973 authorizing the storage and wholesale sale of duty paid country liquor to retail shops- <b>For annual sale-</b>	
		(a) Minimum fees or sale of preceding one year up to 25,000 cases of 9 B.L. or nil sale.	2,98,860
		(b) Above 25,000 cases of 9 B.L. each.	12.00 per case
		Fees for the existing licence-holders shall be paid as per rate prescribed above, in the applicable slab, considering sale of the preceding year.	

## 7.3. Process Description for wholesale license for Country Liquor – License authorizing the storage & wholesale sale of duty paid Country Liquor to retail shops

1. The applicant shall pay the application fee in GRAS

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2. The Applicant shall submit the duly stamped application form for availing the license along with the checklist documents to the Commissioner, State Excise. The Challan for the application fee shall be submitted along with the other documents
  3. Once the application gets approved, the applicant shall pay the License fee in GRAS and submit the Challan copy to the Commissioner, State Excise
  4. The license will be issued through the system.

# 8. Form F.L.I – Wholesaler Service

## 8.1. Checklist

Sl. No	Criteria
1	Application in Form F.L./ A-1A along with Court Fee Stamp of INR 5/- and application fee of INR 500/-
2	Identity proof of applicant
3	Address proof of applicant
4	<p>Proof of the Applicant's type – Whether Individual or Company or Partnership Firm or Trust</p> <ul style="list-style-type: none"><li>• If Partnership/LLP Firm:<ul style="list-style-type: none"><li>○ Registered partnership deed or L.L.P Documents is required</li></ul></li><li>• If Company Limited or Public:<ul style="list-style-type: none"><li>○ Certificate of Registration of Company from Company Registrar</li><li>○ Form 32 of all Directors</li><li>○ Resolution of Board of Directors</li><li>○ Memorandum of Association</li><li>○ Articles of Association</li></ul></li><li>• If Cooperative or Public Company:<ul style="list-style-type: none"><li>○ Certificate of Registration of Company from Co-operative Department/Company Registrar</li><li>○ Resolution of Board of Directors about the appointment of Executive Directors and for the permission of this trade</li></ul></li></ul>
5	Photograph & Signature of applicant
6	Consent Letter of Liquor Manufacturer – PLL to appoint applicant's firm as an authorized wine wholesaler
7	<p>Premises Details</p> <ul style="list-style-type: none"><li>• Document related to the place or property<ul style="list-style-type: none"><li>○ Documents of Ownership:<ul style="list-style-type: none"><li>▪ 7/12 of the property</li><li>▪ Property card from local self-government bodies wherever relevant</li></ul></li><li>○ On Lease Agreement<ul style="list-style-type: none"><li>▪ 7/12 of the property</li><li>▪ Property card from local self-government bodies wherever relevant</li><li>▪ NOC of the owner for liquor business</li><li>▪ Registered copy of lease agreement/rent agreement</li></ul></li></ul></li></ul>
8	<p>Plan of the proposed premises showing following details (Proposed Warehouse Blueprint (4 copies))</p> <ul style="list-style-type: none"><li>• Detailed plan of proposed license premises</li><li>• Location/Site plan</li><li>• Schedule of the area</li><li>• License type and trade name under which the applicant wishes to operate his business</li><li>• Detailed address of propose license premises</li><li>• North Direction</li><li>• Proposed Warehouse Blueprint (4 copies). Note: The area of the warehouse premises shall be at least 100 sq. meter and shall have a storage capacity of at least 5000 cases of foreign liquor at a time</li></ul>
9	Authorized Construction Certificate

## **8.2. Fees**

<b>Desirous Production</b>	<b>License Fee</b>
<b>(a) Minimum fees or average sale of preceding year up to 25,000 cases of 9 B. L or nil sale</b>	<b>3,98,475</b>
<b>(b) above 25000 cases of 9.B.L each-</b>	
<b>(i) Per case of Spirits</b>	<b>13.60</b>
<b>(ii) Per case of Wines</b>	<b>6.70</b>
<b>(iii) Per case of Beer and Mild Liquor</b>	<b>4.00</b>
<b>Fees for the existing license-holders shall be paid as per rate prescribed above, in the applicable slab, considering sale of preceding year.</b>	

## **8.3. Process Description for wholesale license for foreign liquor – ordinary trade and import license for removal from custom frontier and for import and vend of foreign liquor (potable) including Indian-made liquors (potable) excised at special rates, not to be drunk on premise**

1. Applicant should submit an application along with documents that are mentioned in the checklist.
2. After the submission of the application, Appointed Officer not below the rank of Sub Inspector submits the inspection and verification report.
3. Then, Superintendent submits a letter for the verification of Antecedent Certificate of the applicant from the Police Department.
4. Then, Superintendent verifies the report as per the scrutiny sheet and if he/she has no objection then the Superintendent approves the application.
5. Then, intimation letter for granting the license to pay the fees is given to the applicant and the solvency certificate of 50% of the license fees. (Note: The applicant should provide the physical copy of Solvency Certificate to the Superintendent and this should be kept in physical custody)
6. Then, the applicants pay the fee through GRAS system and uploads the challan to online services system.
7. After that, the Superintendent verifies challan and he/she deface the challan in GRAS system.
8. Post defacement of the challan, the Superintendent finally gives approval to the entire process by digitally signing the application.
9. Then the system notifies the applicant about the approval of his application and following that the applicant can download the license in form F.L.I from the portal.

# 9. Form F.L.III – Retailer Service

## 9.1. Checklist

Sl. No	Criteria
1	Application in Form F.L. A-1C along with Court Fee Stamp of INR 5/- and application fee of INR 1000/-
2	Identity proof of applicant
3	Address proof of applicant
4	<p>Proof of the Applicant's type – Whether Individual or Company or Partnership Firm or Trust</p> <ul style="list-style-type: none"><li>• If Partnership/LLP Firm:<ul style="list-style-type: none"><li>○ Registered partnership deed or L.L.P Documents is required</li></ul></li><li>• If Company Limited or Public:<ul style="list-style-type: none"><li>○ Certificate of Registration of Company from Company Registrar</li><li>○ Form 32 of all Directors</li><li>○ Resolution of Board of Directors</li><li>○ Memorandum of Association</li><li>○ Articles of Association</li></ul></li><li>• If Cooperative or Public Company:<ul style="list-style-type: none"><li>○ Certificate of Registration of Company from Co-operative Department/Company Registrar</li><li>○ Resolution of Board of Directors about the appointment of Executive Directors and for the permission of this trade</li></ul></li></ul>
5	Photograph & Signature of applicant
6	<p>Premises Details</p> <ul style="list-style-type: none"><li>• Document related to the place or property<ul style="list-style-type: none"><li>○ Documents of Ownership:<ul style="list-style-type: none"><li>▪ 7/12 of the property</li><li>▪ Property card from local self-government bodies wherever relevant</li></ul></li><li>○ On Lease Agreement<ul style="list-style-type: none"><li>▪ 7/12 of the property</li><li>▪ Property card from local self-government bodies wherever relevant</li><li>▪ NOC of the owner for liquor business</li><li>▪ Registered copy of lease agreement/rent agreement</li></ul></li></ul></li></ul>
7	<p>Plan of the proposed premises showing following details (Proposed Premises Blueprint (4 copies))</p> <ul style="list-style-type: none"><li>• Detailed plan of proposed license premises</li><li>• Location/Site plan</li><li>• Schedule of the area</li><li>• License type and trade name under which the applicant wishes to operate his business</li><li>• Detailed address of propose license premises</li><li>• North Direction</li><li>• Proposed Premises Blueprint (4 copies). Note: The area of the proposed premises shall be at least 10 sq. meter for Permit Room and 25 sq. meter for Restaurant.</li></ul>
8	Authorized Construction Certificate
9	Hotel license issued by the local authority and FSSAI license
10	Shop and Establishment license (if applicable)

## **9.2. Fees**

<b>I. Restaurants</b>	<b>Fees</b>
<b>(a) Population up to 50,000</b>	<b>66415</b>
<b>(b) Population from 50,001 to 1,00,000</b>	<b>99620</b>
<b>(c) Population from 1,00,001 to 2,50,000</b>	<b>199240</b>
<b>(d) Population from 2,50,001 to 5,00,000</b>	<b>332065</b>
<b>(e) Population from 5,00,001 to 10,00,000</b>	<b>531300</b>
<b>(f) Population from 10,00,001 to 20,00,000</b>	<b>730540</b>
<b>(g) Population above 20,00,000</b>	<b>796,950</b>
<b>II. Star Hotels -</b>	
<b>(In addition to license fee the additional fee for one of the FL-III licenses from where the liquor is served in rooms)</b>	
<b>(A) Three Star Hotels</b>	<b>597715</b>
<b>(B) Four Star Hotels</b>	<b>996190</b>
<b>(C) Five Star Hotels</b>	<b>1527490</b>

## **9.3. Process Description for permit room license – License for sale at a hotel of imported foreign liquors (potable) and Indian made foreign liquor (potable) on which excise duty has been paid at special rates**

1. Applicant should submit an application along with documents that are mentioned in the checklist.
2. After the submission of the application, Appointed Officer not below the rank of Sub Inspector submits the inspection and verification report.
3. Then, Superintendent submits a letter for the verification of Antecedent Certificate of the applicant from the Police Department and Law & Order of the premises.
4. Then, Superintendent verifies the report as per the scrutiny sheet and if he/she has no objection then the Superintendent convenes a meeting between Collector as a Chairman, Commissioner of Police or his representative not below the rank of Deputy Commissioner of Police/Superintendent of Police, Chief Executive Officer of Zilla Parishad/Municipal Commissioner or his representative (not below the rank for Deputy Municipal Commissioner). then the collector shall place the application along with the enquiry report before the committee for consideration of the same by the committee. Post approval from committee the application is granted.
5. Then, intimation letter for granting the license to pay the fees is given to the applicant and the solvency certificate of INR 10,000/- in terms of NSC. (Note: The applicant should provide the physical copy of Solvency Certificate to the Superintendent and this should be kept in physical custody)
6. Then, the applicants pay the fee through GRAS system and uploads the challan to online services system.
7. After that, the Superintendent verifies challan and he/she deface the challan in GRAS system.

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8. Post defacement of the challan, the Superintendent finally gives approval to the entire process by digitally signing the application.
  9. Then the system notifies the applicant about the approval of his application and following that the applicant can download the license in form F.L./A-IC from the portal.

# 10. Form F.L.IV – Retailer Service

## 10.1. Checklist

Sl. No	Criteria
1	Application in Form F.L. A-1C along with Court Fee Stamp of INR 5/- and application fee of INR 50/-
2	Identity proof of applicant
3	Address proof of applicant
4	Registration certification of the club under the Bombay Public Trust Act, 1950
5	Photograph & Signature of applicant
6	<p>Premises Details</p> <ul style="list-style-type: none"><li>• Document related to the place or property<ul style="list-style-type: none"><li>○ Documents of Ownership:<ul style="list-style-type: none"><li>▪ 7/12 of the property</li><li>▪ Property card from local self-government bodies wherever relevant</li></ul></li><li>○ On Lease Agreement<ul style="list-style-type: none"><li>▪ 7/12 of the property</li><li>▪ Property card from local self-government bodies wherever relevant</li><li>▪ NOC of the owner for liquor business</li><li>▪ Registered copy of lease agreement/rent agreement</li></ul></li></ul></li></ul>
7	<p>Plan of the proposed premises showing following details (Proposed Premises Blueprint (4 copies))</p> <ul style="list-style-type: none"><li>• Detailed plan of proposed license premises</li><li>• Location/Site plan</li><li>• Schedule of the area</li><li>• License type and trade name under which the applicant wishes to operate his business</li><li>• Detailed address of propose license premises</li><li>• North Direction</li><li>• Proposed Premises Blueprint (4 copies). Note: The area of the proposed premises shall be at least 10 sq. meter for Permit Room and 25 sq. meter for Restaurant.</li></ul>
8	Authorized Construction Certificate
9	Food license issued by the local authority and FSSAI license
10	Shop and Establishment license (if applicable)

## 10.2. Fees

Population	Fees
a) Population up to 50,000	66415
b) Population from 50,001 to 1,00,000	99620
c) Population from 1,00,001 to 2,50,000	199240
d) Population from 2,50,001 to 5,00,000	332065
(e) Population from 5,00,001 to 10,00,000	531300

<b>(f) Population from 10,00,001 to 20,00,000</b>	<b>730540</b>
<b>(g) Population above 20,00,000</b>	<b>796,950</b>

### ***10.3. Process Description for club license for sale at a club of imported foreign liquor (potable) and Indian made foreign liquors (potable) on which excise duty has been paid at special rates***

1. Applicant should submit an application along with documents that are mentioned in the checklist.
2. After the submission of the application, Appointed Officer not below the rank of Sub Inspector submits the inspection and verification report.
3. Then, Superintendent verifies the report as per the scrutiny sheet and if he/she has no objection then the Superintendent convenes a meeting between Collector as a Chairman, Commissioner of Police or his representative not below the rank of Deputy Commissioner of Police/Superintendent of Police, Chief Executive Officer of Zilla Parishad/Municipal Commissioner or his representative (not below the rank for Deputy Municipal Commissioner). then the collector shall place the application along with the enquiry report before the committee for consideration of the same by the committee. Post approval from committee the application is granted.
4. Then, intimation letter for granting the license to pay the fees is given to the applicant and the solvency certificate of INR 10,000/- in terms of NSC. (Note: The applicant should provide the physical copy of Solvency Certificate to the Superintendent and this should be kept in physical custody)
5. Then, the applicants pay the fee through GRAS system and uploads the challan to online services system.
6. After that, the Superintendent verifies challan and he/she deface the challan in GRAS system.
7. Post defacement of the challan, the Superintendent finally gives approval to the entire process by digitally signing the application.
8. Then the system notifies the applicant about the approval of his application and following that the applicant can download the license in form F.L.A-ID from the portal.

# 11. Form F. L. BRII – Retailer Service

## 11.1. Checklist

Sl. No	Criteria
1	Application in Form of F.L./A-10 along with Court Fee Stamp of INR 5/- and application fee of INR 100/-
2	Identity proof of applicant
3	Address proof of applicant
4	<p>Proof of the Applicant's type – Whether Individual or Company or Partnership Firm or Trust</p> <ul style="list-style-type: none"><li>• If Partnership/LLP Firm:<ul style="list-style-type: none"><li>○ Registered partnership deed or L.L.P Documents is required</li></ul></li><li>• If Company Limited or Public:<ul style="list-style-type: none"><li>○ Certificate of Registration of Company from Company Registrar</li><li>○ Form 32 of all Directors</li><li>○ Resolution of Board of Directors</li><li>○ Memorandum of Association</li><li>○ Articles of Association</li></ul></li><li>• If Cooperative or Public Company:<ul style="list-style-type: none"><li>○ Certificate of Registration of Company from Co-operative Department/Company Registrar</li><li>○ Resolution of Board of Directors about the appointment of Executive Directors and for the permission of this trade</li></ul></li></ul>
5	Photograph & Signature of applicant
6	<p>Premises Details</p> <ul style="list-style-type: none"><li>• Document related to the place or property<ul style="list-style-type: none"><li>○ Documents of Ownership:<ul style="list-style-type: none"><li>▪ 7/12 of the property</li><li>▪ Property card from local self-government bodies wherever relevant</li></ul></li><li>○ On Lease Agreement<ul style="list-style-type: none"><li>▪ 7/12 of the property</li><li>▪ Property card from local self-government bodies wherever relevant</li><li>▪ NOC of the owner for liquor business</li><li>▪ Registered copy of lease agreement/rent agreement</li></ul></li></ul></li></ul>
7	<p>Plan of the proposed premises showing following details (Proposed Premises Blueprint (4 copies))</p> <ul style="list-style-type: none"><li>• Detailed plan of proposed license premises</li><li>• Location/Site plan</li><li>• Schedule of the area</li><li>• License type and trade name under which the applicant wishes to operate his business</li><li>• Detailed address of propose license premises</li><li>• North Direction</li><li>• Proposed Premises Blueprint (4 copies).</li></ul>
8	Resolution of gram panchayat in non-municipal areas
9	Shop and Establishment license (if applicable)
10	Authorized Construction Certificate

## **11.2. Fees**

<b>License for sale of beer in sealed bottles for off consumption granted under rule 42 A (2) of Maharashtra Foreign Liquor Rules, 1953.</b>	<b>40% of the license fee payable for grant or renewal of license in Form FL-III in that area.</b>
<b>(a) Population up to 50,000</b>	<b>26566</b>
<b>(b) Population from 50,001 to 1,00,000</b>	<b>39848</b>
<b>(c) Population from 1,00,001 to 2,50,000</b>	<b>79696</b>
<b>(d) Population from 2,50,001 to 5,00,000</b>	<b>132826</b>
<b>(e) Population from 5,00,001 to 10,00,000</b>	<b>212520</b>
<b>(f) Population from 10,00,001 to 20,00,000</b>	<b>292216</b>
<b>(g) Population above 20,00,000</b>	<b>318780</b>

## **11.3. Process Description for Beer shop license – Vendors license for sale of Beer or Wine or both in sealed bottles of off consumption**

1. Applicant should submit an application along with documents that are mentioned in the checklist.
2. After the submission of the application, Appointed Officer not below the rank of Sub Inspector submits the inspection and verification report.
3. The superintendent verifies the Gram Sabha Resolution from the concerned ZP, CEO.
4. Then, Superintendent verifies the report as per the scrutiny sheet and if he/she has no objection then the Superintendent submits the application to Deputy Divisional Commissioner of that area.
5. The Deputy Divisional Commissioner assesses the report and if he/she find no objection then the report is submitted back to Superintendent.
6. Then, intimation letter for granting the license to pay the fees is given to the applicant and the solvency certificate of 100% of the license fees. (Note: The applicant should provide the physical copy of Solvency Certificate to the Superintendent and this should be kept in physical custody)
7. Then, the applicants pay the fee through GRAS system and uploads the challan to online services system.
8. After that, the Superintendent verifies challan and he/she deface the challan in GRAS system.
9. Post defacement of the challan, the Superintendent finally gives approval to the entire process by digitally signing the application.
10. Then the system notifies the applicant about the approval of his application and following that the applicant can download the license from the portal.

# 12. Form E – Retailer Service

## 12.1. Checklist

Sl. No	Criteria
1	Application in Form D along with Court Fee Stamp of INR 5/- and application fee of INR 100/-
2	Identity proof of applicant
3	Address proof of applicant
4	<p>Proof of the Applicant's type – Whether Individual or Company or Partnership Firm or Trust</p> <ul style="list-style-type: none"><li>• If Partnership/LLP Firm:<ul style="list-style-type: none"><li>○ Registered partnership deed or L.L.P Documents is required</li></ul></li><li>• If Company Limited or Public:<ul style="list-style-type: none"><li>○ Certificate of Registration of Company from Company Registrar</li><li>○ Form 32 of all Directors</li><li>○ Resolution of Board of Directors</li><li>○ Memorandum of Association</li><li>○ Articles of Association</li></ul></li><li>• If Cooperative or Public Company:<ul style="list-style-type: none"><li>○ Certificate of Registration of Company from Co-operative Department/Company Registrar</li><li>○ Resolution of Board of Directors about the appointment of Executive Directors and for the permission of this trade</li></ul></li></ul>
5	Photograph & Signature of applicant
6	<p>Premises Details</p> <ul style="list-style-type: none"><li>• Document related to the place or property<ul style="list-style-type: none"><li>○ Documents of Ownership:<ul style="list-style-type: none"><li>▪ 7/12 of the property</li><li>▪ Property card from local self-government bodies wherever relevant</li></ul></li><li>○ On Lease Agreement<ul style="list-style-type: none"><li>▪ 7/12 of the property</li><li>▪ Property card from local self-government bodies wherever relevant</li><li>▪ NOC of the owner for liquor business</li><li>▪ Registered copy of lease agreement/rent agreement</li></ul></li></ul></li></ul>
7	<p>Plan of the proposed premises showing following details (Proposed Premises Blueprint (4 copies))</p> <ul style="list-style-type: none"><li>• Detailed plan of proposed license premises</li><li>• Location/Site plan</li><li>• Schedule of the area</li><li>• License type and trade name under which the applicant wishes to operate his business</li><li>• Detailed address of propose license premises</li><li>• North Direction</li><li>• Proposed Premises Blueprint (4 copies). Note: The area of the proposed premises shall be at least 10 sq. meter for Permit Room and 25 sq. meter for Restaurant.</li></ul>
8	Authorized Construction Certificate
9	Hotel license issued by the local authority and FSSAI license
10	Shop and Establishment license (if applicable)

## **12.2. Fees**

<b>Population</b>	
<b>(a) Population up to 1,00,000</b>	<b>99620</b>
<b>(b) Population from 1,00,001 to 10,00,000</b>	<b>199240</b>
<b>(c) Population from 10,00,001 to 20,00,000</b>	<b>398475</b>
<b>(d) Population more than 20,00,000</b>	<b>531300</b>

## **12.3. Process Description for mild liquor and wine bar license – License for sale of mild liquor or wines or both (Beer and Wine) “on” and “off” the premises of a hotel/restaurant/canteen/club**

1. Applicant should submit an application along with documents that are mentioned in the checklist.
2. After the submission of the application, Appointed Officer not below the rank of Sub Inspector submits the inspection and verification report.
3. Then, Superintendent submits a letter for the verification of Antecedent Certificate of the applicant from the Police Department and Law & Order of the premises.
4. Then, Superintendent verifies the report as per the scrutiny sheet and if he/she has no objection then the Superintendent convenes a meeting between Collector as a Chairman, Commissioner of Police or his representative not below the rank of Deputy Commissioner of Police/Superintendent of Police, Chief Executive Officer of Zilla Parishad/Municipal Commissioner or his representative (not below the rank for Deputy Municipal Commissioner). then the collector shall place the application along with the enquiry report before the committee for consideration of the same by the committee. Post approval from committee the application is granted.
5. Then, intimation letter for granting the license to pay the fees is given to the applicant and the solvency certificate of INR 10,000/- in terms of NSC. (Note: The applicant should provide the physical copy of Solvency Certificate to the Superintendent and this should be kept in physical custody)
6. Then, the applicants pay the fee through GRAS system and uploads the challan to online services system.
7. After that, the Superintendent verifies challan and he/she deface the challan in GRAS system.
8. Post defacement of the challan, the Superintendent finally gives approval to the entire process by digitally signing the application.
9. Then the system notifies the applicant about the approval of his application and following that the applicant can download the license in the form; “Form E” from the portal.

# 13. Form E-2 – Retailer Service

## 13.1. Checklist

Sl. No	Criteria
1	Application in Form E-1 along with Court Fee Stamp of INR 5/- and application fee of INR 100/-
2	Identity proof of applicant
3	Address proof of applicant
4	<p>Proof of the Applicant's type – Whether Individual or Company or Partnership Firm or Trust</p> <ul style="list-style-type: none"> <li>• If Partnership/LLP Firm: <ul style="list-style-type: none"> <li>○ Registered partnership deed or L.L.P Documents is required</li> </ul> </li> <li>• If Company Limited or Public: <ul style="list-style-type: none"> <li>○ Certificate of Registration of Company from Company Registrar</li> <li>○ Form 32 of all Directors</li> <li>○ Resolution of Board of Directors</li> <li>○ Memorandum of Association</li> <li>○ Articles of Association</li> </ul> </li> <li>• If Cooperative or Public Company: <ul style="list-style-type: none"> <li>○ Certificate of Registration of Company from Co-operative Department/Company Registrar</li> <li>○ Resolution of Board of Directors about the appointment of Executive Directors and for the permission of this trade</li> </ul> </li> </ul>
5	Photograph & Signature of applicant
6	<p>Premises Details</p> <ul style="list-style-type: none"> <li>• Document related to the place or property <ul style="list-style-type: none"> <li>○ Documents of Ownership: <ul style="list-style-type: none"> <li>▪ 7/12 of the property</li> <li>▪ Property card from local self-government bodies wherever relevant</li> </ul> </li> <li>○ On Lease Agreement <ul style="list-style-type: none"> <li>▪ 7/12 of the property</li> <li>▪ Property card from local self-government bodies wherever relevant</li> <li>▪ NOC of the owner for liquor business</li> <li>▪ Registered copy of lease agreement/rent agreement</li> </ul> </li> </ul> </li> </ul>
7	<p>Plan of the proposed premises showing following details (Proposed Premises Blueprint (4 copies))</p> <ul style="list-style-type: none"> <li>• Detailed plan of proposed license premises</li> <li>• Location/Site plan</li> <li>• Schedule of the area</li> <li>• License type and trade name under which the applicant wishes to operate his business</li> <li>• Detailed address of propose license premises</li> <li>• North Direction</li> <li>• Proposed Premises Blueprint (4 copies). Note: The area of the proposed premises shall be at least 10 sq. meter for Permit Room and 25 sq. meter for Restaurant.</li> </ul>
8	Authorized Construction Certificate
9	Shop and Establishment license (if applicable)

## 13.2. Fees

Population	Fees
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<b>a) Population up to 1,00,000</b>	<b>26565</b>
<b>b) Population from 1,00,001 to 10,00,000</b>	<b>66415</b>
<b>c) Population from 10,00,001 to 20,00,000</b>	<b>99620</b>
<b>d) Population more than 20,00,000</b>	<b>132825</b>

### ***13.3. Process Description for wine bar license – license of sale of wine in the premises of a licensee***

1. Applicant should submit an application along with documents that are mentioned in the checklist.
2. After the submission of the application, Appointed Officer not below the rank of Sub Inspector submits the inspection and verification report.
3. Then, Superintendent submits a letter for the verification of Antecedent Certificate of the applicant from the Police Department and Law & Order of the premises.
4. Then, Superintendent verifies the report as per the scrutiny sheet and if he/she has no objection then the Superintendent convenes a meeting between Collector as a Chairman, Commissioner of Police or his representative not below the rank of Deputy Commissioner of Police/Superintendent of Police, Chief Executive Officer of Zilla Parishad/Municipal Commissioner or his representative (not below the rank for Deputy Municipal Commissioner). then the collector shall place the application along with the enquiry report before the committee for consideration of the same by the committee. Post approval from committee the application is granted.
5. Then, intimation letter for granting the license to pay the fees is given to the applicant and the solvency certificate of INR 10,000/- in terms of NSC. (Note: The applicant should provide the physical copy of Solvency Certificate to the Superintendent and this should be kept in physical custody)
6. Then, the applicants pay the fee through GRAS system and uploads the challan to online services system.
7. After that, the Superintendent verifies challan and he/she deface the challan in GRAS system.
8. Post defacement of the challan, the Superintendent finally gives approval to the entire process by digitally signing the application.
9. Then the system notifies the applicant about the approval of his application and following that the applicant can download the license in the form; “Form E-2” from the portal.

# 14. Form F.L.W – II – Retailer Service

## 14.1. Checklist

Sl. No	Criteria
1	BRL License in the Applicant's Name
2	Application in Form of F.L.W/A-I along with Court Fee Stamp of INR 5/- and application fee of INR 100/-
3	Identity proof of applicant
4	Address proof of applicant
5	Proof of the Applicant's type – Whether Individual or Company or Partnership Firm or Trust <ul style="list-style-type: none"><li>• If Partnership/LLP Firm:<ul style="list-style-type: none"><li>○ Registered partnership deed or L.L.P Documents is required</li></ul></li><li>• If Company Limited or Public:<ul style="list-style-type: none"><li>○ Certificate of Registration of Company from Company Registrar</li><li>○ Form 32 of all Directors</li><li>○ Resolution of Board of Directors</li><li>○ Memorandum of Association</li><li>○ Articles of Association</li></ul></li><li>• If Cooperative or Public Company:<ul style="list-style-type: none"><li>○ Certificate of Registration of Company from Co-operative Department/Company Registrar</li><li>○ Resolution of Board of Directors about the appointment of Executive Directors and for the permission of this trade</li></ul></li></ul>
6	Photograph & Signature of applicant
7	Premises Details <ul style="list-style-type: none"><li>• Document related to the place or property<ul style="list-style-type: none"><li>○ Documents of Ownership:<ul style="list-style-type: none"><li>▪ 7/12 of the property</li><li>▪ Property card from local self-government bodies wherever relevant</li></ul></li><li>○ On Lease Agreement<ul style="list-style-type: none"><li>▪ 7/12 of the property</li><li>▪ Property card from local self-government bodies wherever relevant</li><li>▪ NOC of the owner for liquor business</li><li>▪ Registered copy of lease agreement/rent agreement</li></ul></li></ul></li></ul>
8	Plan of the proposed premises showing following details (Proposed Premises Blueprint (4 copies)) <ul style="list-style-type: none"><li>• Detailed plan of proposed license premises</li><li>• Location/Site plan</li><li>• Schedule of the area</li><li>• License type and trade name under which the applicant wishes to operate his business</li><li>• Detailed address of propose license premises</li><li>• North Direction</li><li>• Proposed Premises Blueprint (4 copies).</li></ul>
9	Authorized Construction Certificate
10	Shop and Establishment license (if applicable)

## **14.2. Fees**

<b>License for the retail sale of wine in sealed bottles for "off" consumption granted under Rule 25(B)(2) of the Maharashtra Foreign Liquor Rules 1953.</b>	<b>2,660</b>
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## **14.3. Process Description for wine shop license for vendor license for sale of wines**

1. Applicant should submit an application along with documents that are mentioned in the checklist.
2. After the submission of the application, Appointed Officer not below the rank of Sub Inspector submits the inspection and verification report.
3. Then, Superintendent verifies the report as per the scrutiny sheet and if he/she has no objection then the Superintendent approves the application.
4. Then, intimation letter for granting the license to pay the fees is given to the applicant and the solvency certificate of 100% of the license fees. (Note: The applicant should provide the physical copy of Solvency Certificate to the Superintendent and this should be kept in physical custody)
5. Then, the applicants pay the fee through GRAS system and uploads the challan to online services system.
6. After that, the Superintendent verifies challan and he/she deface the challan in GRAS system.
7. Post defacement of the challan, the Superintendent finally gives approval to the entire process by digitally signing the application.
8. Then the system notifies the applicant about the approval of his application and following that the applicant can download the license from the portal.

# 15. Form K – Manufacturer Service

## 15.1. Checklist

Sl. No	Criteria
1	Application Form with INR 5/- Court Fee Stamp
2	Valid Manufacturing License Copy of the Concerned State
3	Details of Company, Memorandum of Association & Article of Association with Company Registration Certificate (ROC) in case of Limited or Private Limited Company
4	Partnership deed if Company is in partnership
5	Full name & address of directors/partners with address & age
6	Self-Declaration regarding no dues of Income Tax & Sales Tax
7	Trademark registration for the concerned brand
8	FSSAI registration copy
9	Statement regarding manufacturing cost & M.R.P regarding brands of liquor
10	Labels in 4 sets

## 15.2. Fees

1	Registration Fees Rs 9,29,775 for the year 2021.
2	Fees of Label Registration A. Every Brand of I.M.F.L having Ex-Manufactory price up-to Rs. 30 per liter – Rs 5000/- B. Every brand of I.M.F.L having Ex-Manufactory prices above Rs.30 and below Rs. 70 per litre – Rs. 7500/- C. Every brand of I.M.F.L having Ex-Manufactory prices above Rs.71 and above per litre – Rs. 10,000/- D. Every brand of beer and wine – Rs. 5,000/-

## 15.3. Process Description for certificate of registration for manufactories of Indian made foreign liquor/beer situated in a State other than the State of Maharashtra

1. Applicant submits an application along with the checklist at the Commissioner's officer or online.
2. Noting Assistant verifies the application & documents and provide remarks as per the rules and submits the file to the Office Superintendent.
3. Then, Office Superintendent verifies the application & documents and provide remarks as per the rules and submits the application to the Assistant Commissioner.
4. Then, Assistant Commissioner, Deputy Commissioner and Joint Commissioner respectively assess the file and if there is no query on the file, then Joint Commissioner submits the application for approval.
5. Commissioner verifies and approves the application and resends the file to Joint Commissioner.
6. After the approval of the Commissioner, Deputy Commissioner intimates the applicant to pay registration fee through GRAS system.

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7. Then, the applicant pays the registration fees and submits the challan at the Commissioner's office.
  8. After the verification of challan, the Noting Assistant defaces the Challan. Then the Assistant Commissioner grants the certificate in the form of "K" to the applicant.

# **16. Form DS-I – Manufacturer Service**

## **16.1. Checklist**

Sl. No	Criteria
1	Application in along with Court Fee Stamp of INR 5/- and application fee of INR 100/-
2	Identity proof of applicant
3	Address proof of applicant
4	The place where spirit will be stored and the place where spirit is to be denatured
5	Sanction of Form I License date

## **16.2. Fees**

License Fee Rs 2000/- for one year

## **16.3. Process Description for license of denaturation of Indian made rectified spirit including absolute alcohol under bond and denatured spirit for bonafide purpose of art, for sale of denatured spirit from the warehouse**

- 1 Applicant should submit an application along with documents that are mentioned in the checklist.
- 2 After the submission of the application, Appointed Officer not below the rank of Sub Inspector submits the inspection and verification report.
- 3 Then, Superintendent submits application of Applicant along with necessary documents to Commissioner Office for sanctioning License.