

# Easy Steps for the M&TP (AP) License application

## AP (Authorization Permit)

### Step 1:- New User will enter his citizen user Login Credentials

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Department of Excise, Entertainment & Luxury Tax, Govt. of Delhi

**ESCIMS**  
Excise Supply Chain Information Management System

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Adobe Reader is required to view the content in pdf format.

Site best viewed in Microsoft Internet Explorer 8.0 in 1

Activate Windows

**User Login**

Username: NEWUSER@GMAIL.COM  
Password: \*\*\*\*\*

Submit Reset

Register | Forgot Password?

Please Click Here to view communications from Excise Department regarding Office Orders/Training Plan/ESCIMS Changes etc.  
Click Here to view User Manual for Event Registration (Form 5, 6 & 14) through ESCIMS.  
Click Here P-10 Premise List  
Click Here for feedback

### Step 2:- After login user will select “Apply License” option in the License Menu

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Manage Profile | Change Password | Log Out

Welcome NITIN PAWAR  
NITIN PAWAR, CITIZEN  
Last Login : 28/4/2023 1:32 PM IST  
Password Expires : 1/1/2023  
Session timeout in 19 : 52

Track Application Licence Permit P-10A Grievance Duty Free Transport Permit Payments Permit P-10/P-10E Permit P-11

Reports View L7Z Details Upload Label Dtlis M&TP Worklist Dealer Registration Apply Licence Apply Renew CL WorkList HCR WorkList Configure Manufacturer Details View Uploaded Documents Retail Vend/CSDIL30 Work List Track Licence Application Dealer WorkList Wholesale Vend WorkList

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### Step 3:- Fill the details as per step 4 below and submit, then Apply License Details form will open

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Manage Profile | Change Password | Log Out

Welcome ANKIT KUMAR  
ANKIT KUMAR, CITIZEN  
Last Login : 20/3/2023 6:38 PM IST  
Password Expires : 1/1/2023  
Session timeout in 19 : 52

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Reports FAQs & Manuals Luxury Tax Registration Monitoring & Regulation Entertainment Tax Betting Tax License Raise Ticket


**Apply Licence**

Category: --Please Select--  
Licence Type: --Please Select--  
Licence Description:  
Excise Year: --Please Select--

Submit Cancel

Activate Windows

## Step 4:- Select Category= 'M&TP', License Type = 'AP', Excise Year= 2023-2024



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Manage Profile | Change Password | [Log Out](#)

Welcome GUNPRIT SINGH  
GUNPRIT SINGH, CITIZEN  
Last Login : 1/3/2023 5:45 PM IST  
Password Expires : 1/1/2023  
Session timeout in 19 : 51

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Betting Tax License
Raise Ticket

**Apply Licence**

Category	M & TP
Licence Type	AP
Licence Description	Authorisation Permit
Excise Year	2023-2024

Submit
Cancel

## Step 5:- After Submission, Fill the application form for the Grant of License



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Manage Profile | Change Password | [Log Out](#)

Welcome GUNPRIT SINGH  
GUNPRIT SINGH, CITIZEN  
Last Login : 1/3/2023 5:45 PM IST  
Password Expires : 1/1/2023  
Session timeout in 19 : 50

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Luxury Tax Registration
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**Application form for AP**


Fields marked with (\*) are mandatory

Name of the Applicant *		<input type="text"/>	
Name of the firm/company in which the applicant is active partner/Managing Director *		<input type="text"/>	
Status of the applicant in such firm/company *		--Please Select--	
<b>Business Address</b>			
Address Line 1 *	<input type="text"/>	Address Line 2	<input type="text"/>
City *	<input type="text"/>	District *	--Please Select--
State *	DELHI	Pincode *	<input type="text"/>
Landline Number	<input type="text"/>	Mobile Number *	<input type="text"/>
Fax Number	<input type="text"/>	Email ID	<input type="text"/>
<b>Address of the premises where the manufactured drugs shall be kept for use in his practice</b>			
Address Line 1	<input type="text"/>	Address Line 2	<input type="text"/>
City	<input type="text"/>	District	<input type="text"/>
State	--Please Select--	Pincode	<input type="text"/>
Landline Number	<input type="text"/>	Mobile Number	<input type="text"/>
Fax Number	<input type="text"/>	Email ID	<input type="text"/>

I agree to the terms and conditions.

Save
Edit
Submit
Cancel

## Step 6:- Press Save Button after filling all Mandatory Details, The ARN number will generated



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Manage Profile | Change Password | [Log Out](#)

Welcome GUNPRIT SINGH  
GUNPRIT SINGH, CITIZEN  
Last Login : 1/3/2023 5:45 PM IST  
Password Expires : 1/1/2023  
Session timeout in 19 : 50

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Luxury Tax Registration
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**Application saved successfully against the ARN: ARN0000079197**  
Please add the material details using 'Add Drug Details' Link.

Fields marked with (\*) are mandatory

Name of the Applicant *		MEHTA TRADERS	
Name of the firm/company in which the applicant is active partner/Managing Director *		ANIL	
Status of the applicant in such firm/company *		Partner	
<b>Business Address</b>			
Address Line 1 *	DELHI	Address Line 2	<input type="text"/>
City *	DELHI	District *	NEW DELHI
State *	DELHI	Pincode *	110001
Landline Number	<input type="text"/>	Mobile Number *	2222222255
Fax Number	<input type="text"/>	Email ID	<input type="text"/>
<b>Address of the premises where the manufactured drugs shall be kept for use in his practice</b>			
Address Line 1	DELHI	Address Line 2	<input type="text"/>
City	DELHI	District	<input type="text"/>
State	ARUNACHAL PRADESH	Pincode	110001
Landline Number	<input type="text"/>	Mobile Number	2222222255
Fax Number	<input type="text"/>	Email ID	<input type="text"/>

I agree to the terms and conditions.

Note: Please add the Drug Details using the above link before submitting the Application

Save
Edit
Submit
Cancel

**Step 7:- Now click on link present below “Add Drug Details” after filling the form Save the Drug Detail & Close the form**

Note: Please enter 0 in case of annual/ one-time quota/ quantity/ weight etc. is not applicable.

**Save Drug Details**

**Existing Drugs**

Excise Year	Drug Category	Drug Name	Annual Limit	One Time Limit	Quantity	Balance Quota	Weight	Unit	Delete Record	Select
No data Exist										

**Drugs Against Current Application**

S.No.	Excise Year	Drug Category	Drug Name	Annual Limit	One Time Limit	Quantity	Balance Quota	Weight	Unit	Select
No data Exist										

**Add New Drugs**

Drug Category	Drug Name	Annual Limit	One Time Limit	Quantity	Weight	Unit	Select
--Please Select--						--Please Select--	<input type="checkbox"/>

Add Row Delete Row

**Save** **Close**

**Step 8:- Now Submit Application Form for the Grant of License by pressing Submit Button**

Manage Profile | Change Password | Log Out

Welcome RAJ KUMAR  
RAJ KUMAR, CITIZEN  
Last Login : 8/8/2022 1:12 PM IST  
Password Expires : 1/1/2023  
Session timeout in 19 : 56

Track Application | Licence | Permit P-10A | Grievance | Duty Free Transport Permit | Payments | Permit P-10/P-10E | Permit P-11 | Reports

FAQs & Manuals | Luxury Tax Registration | Monitoring & Regulation | Entertainment Tax | Betting Tax License | Raise Ticket

**Print Application and Checklist**

Application is Successfully Submitted  
Application Reference No. : ARN000079171  
A Copy of Application Form has been sent to the registered email ID

Note: Date of application will be reckoned from the date of submission of the complete documents in the Excise Department.

**Print Application Form and Checklist**

**Step 9:- Your Application is submitted successfully to Department for approval**

**Step 10:- After approval from all Department Level email intimation will be received on registered email then respective ARN will be visible under M&TP Worklist for Payment**

Manage Profile | Change Password | Log Out

Welcome ANKIT KUMAR  
ANKIT KUMAR, CITIZEN  
Last Login : 27/4/2023 3:52 PM IST  
Password Expires : 1/1/2023  
Session timeout in 19 : 50

Track Application | Licence | Permit P-10A | Grievance | Duty Free Transport Permit | Payments | Permit P-10/P-10E | Permit P-11 | Reports | FAQs & Manuals

Luxury Tax Registration | View LZJ Details | Entertainment Tax | Betting Tax License | Raise Ticket

Upload Label Dtls  
M&TP Worklist  
Dealer Registration  
Apply Licence  
Apply Renew  
CL WorkList  
HCR WorkList  
Configure Manufacturer Details  
View Uploaded Documents  
Retail Vend/CSDL/30 Work List  
Track Licence Application  
Dealer WorkList  
Wholesale Vend WorkList

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### Step 11:- Click on the ARN for making payment



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Manage Profile | Change Password | Log Out

Welcome GUNPRIT SINGH  
GUNPRIT SINGH, CITIZEN  
Last Login : 3/5/2023 12:56 PM IST  
Password Expires : 1/1/2023  
Session timeout in 19 : 53

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Track Application

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Monitoring & Regulation

Entertainment Tax

Betting Tax License

Raise Ticket

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**M&TP Work List**

Application Reference Number  Search OR Applicant Name  Search

S.No.	Applicant Name/Name of the Company	Applicant Address	Application Reference Number	Status	Licence Type	Application Type	Last Updated On (DD/MM/YYYY)	Pending Since (In Days)
1	MEHTA TRADERS/ANIL	DELHI,,DELHI,DELHI	ARN0000079197	Offer Letter Issued and Payment Awaited	AP	Fresh	03/05/2023	0

[Cancel](#)

### Step 12:- Click on 'Make Payment', Payment gateway will get opened for processing



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Manage Profile | Change Password | Log Out

Welcome GUNPRIT SINGH  
GUNPRIT SINGH, CITIZEN  
Last Login : 3/5/2023 12:56 PM IST  
Password Expires : 1/1/2023  
Session timeout in 19 : 57

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**Licence Details**

Application Reference Number	ARN0000079197	Status	Offer Letter Issued and Payment Awaited
Applicant Name	MEHTA TRADERS	Licence Type	AP
Business Address	DELHI,DELHI,NEW DELHI,DELHI		
Hours of Sale	NA	Required FDR Amount	<input type="text" value="0.00"/>

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**Payment Details**

Licence Fee(₹)	250.00	Total Payment Amount(₹)	250.00
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[Make Payment](#) [Cancel](#)

### Step 13:- Download Payment Receipt after Successful payment



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Manage Profile | Change Password | Log Out

Welcome ANKIT KUMAR  
ANKIT KUMAR, CITIZEN  
Last Login : 27/4/2023 3:52 PM IST  
Password Expires : 1/1/2023  
Session timeout in 19 : 51

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**NOTE : If amount has been deducted from your account and payment is still pending or failure Then Please use [Payments](#) -> [Track / Update Payment Status](#) Or contact with your respe**

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**Payment Status**

Payment Successful

Challan No is : 27042312448

[Generate Acknowledgement](#)

**Step 14:- After payment confirmation license will be granted by the Department and new License credentials For 'AP License' will be e-mailed to user's registered e-mail ID**

**Step 15:-Now Login with your New generated License Credentials**

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**User Login**

Username: AP20238946  
Password: .....

Submit Reset

[Register](#) | [Forgot Password?](#)

Please [Click Here](#) to view communications from Excise Department regarding Office Orders/Training Plan/ESCIMS Changes etc.

[Click Here](#) to view User Manual for Event Registration (Form 5, 6 & 14) through ESCIMS.

[Click Here](#) P-10 Premise List

[Click Here](#) for feedback

**Step 16:- Download the License letter for "AP M&TP" License from 'Print Letters' option under License Menu**

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Manage Profile | Change Password | Log Out  
Welcome SHREE CHANDRA PHARMACY  
SHREE CHANDRA PHARMACY, WHOLESALE VEND  
Last Login : 28/4/2023 2:54 PM IST  
Password Expires : 1/1/2023  
Session timeout in 19 : 53

Track Application Licence Grievance Payments FAQs & Manuals Monitoring & Regulation DRF PERMIT FEE STATEMENT

Raise Ticket

**Print Letters**

Search Licence

Licence Id OR ARN Number Search

Cancel