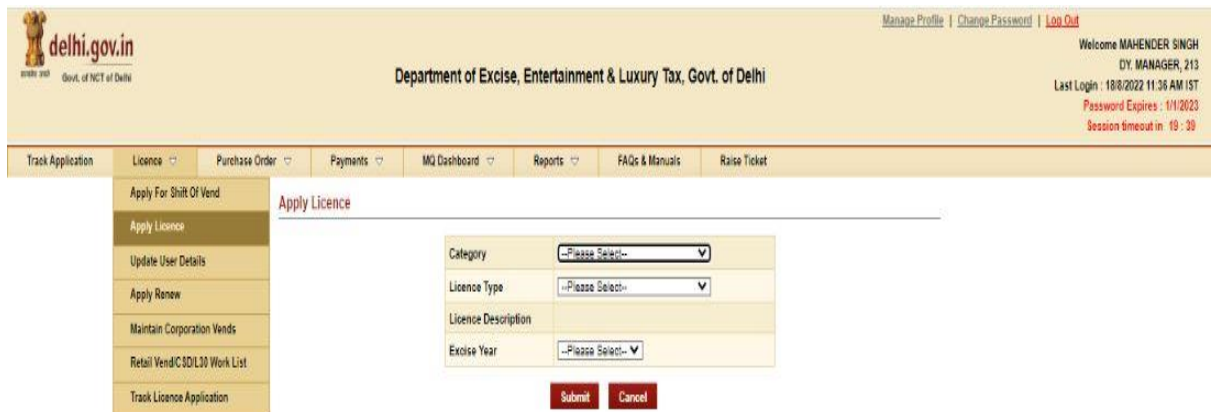


# L-10 License Apply Process

- 1) The First step is Corporation Clerk will enter their Login Credentials on <https://delhiexcise.gov.in/> website.
- 2) Than Corporation Clerk will select “Apply License from the License Menu”

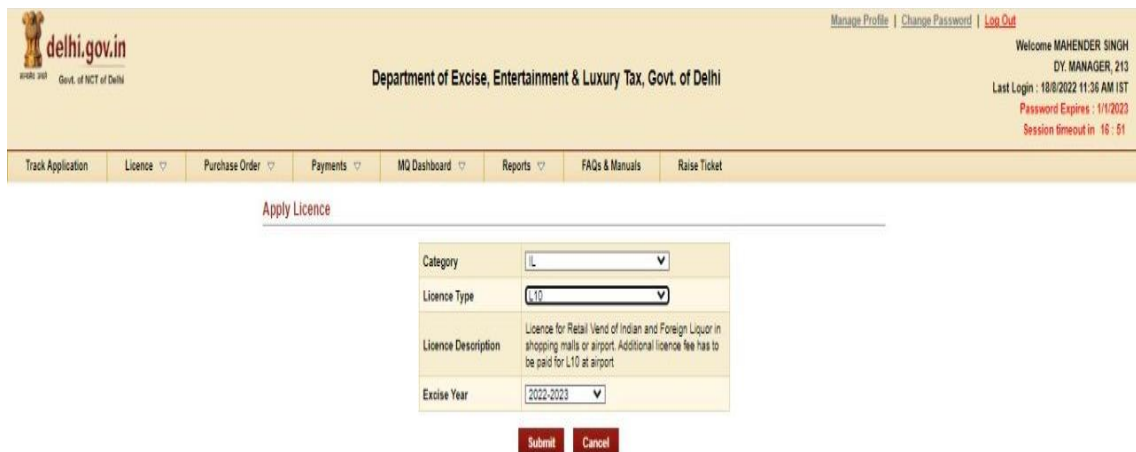


The screenshot shows the user interface of the Delhi Excise website. The header includes the logo, the text 'delhi.gov.in Govt. of NCT of Delhi', and the department name 'Department of Excise, Entertainment & Luxury Tax, Govt. of Delhi'. A navigation menu is visible with options like 'Track Application', 'Licence', 'Purchase Order', 'Payments', 'MQ Dashboard', 'Reports', 'FAQs & Manuals', and 'Raise Ticket'. The 'Licence' menu is open, showing options such as 'Apply For Shift Of Vend', 'Apply Licence', 'Update User Details', 'Apply Renew', 'Maintain Corporation Vends', 'Retail Vend/CSD/L10 Work List', and 'Track Licence Application'. The 'Apply Licence' option is selected, leading to a form with the following fields:

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

At the bottom of the form are 'Submit' and 'Cancel' buttons.

- 3) In Apply Licence Select “IL” under Category, Licence Type as “L10” and Excise Year- as “2022-2023” and submit.



This screenshot shows the same 'Apply Licence' form as the previous one, but with the following selections:

Category	IL
Licence Type	L10
Licence Description	Licence for Retail Vend of Indian and Foreign Liquor in shopping malls or airport. Additional licence fee has to be paid for L10 at airport.
Excise Year	2022-2023

The 'Submit' and 'Cancel' buttons are still present at the bottom.

- 4) After click ‘submit’ on “Apply Licence” page application form page will appear

- 5) Corporation Clerk will fill the application form for L-10 License Application.


APPLICATION FOR THE GRANT OF LICENCE IN FORM L10 FOR THE YEAR 2022-2023

Fields marked with (\*) are mandatory.

Vend Details			
Vend Name*	<input type="text"/>		
Address of the Proposed L-10/L-22 Vend			
Address Line 1*	<input type="text"/>	Address Line 2	<input type="text"/>
City*	DELHI	District*	—Please Select—
State*	DELHI	Pincode	<input type="text"/>
Landline Number	<input type="text"/>	Mobile Number	<input type="text"/>
Fax Number	<input type="text"/>		
Delhi Constituency Area*	NANGLOI		
Name & Address of the Land Owner			
Name of the Land Owner	<input type="text"/>		
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"/>		
Details of (Lease/ Rent/ Other Agreement) regarding the Proposed Premises (With Documentary Proof)*			—Please Select— <input type="text"/>
Measurement of Floor Area of the Proposed Premises in Feet			
Length (Ft)*	<input type="text"/>	Breadth (Ft)*	<input type="text"/>
Height (Ft)*	<input type="text"/>	Total Area (in Sq ft)*	<input type="text"/>
Do you want to apply L-10 at airport?*	<input type="radio"/> Yes <input type="radio"/> No		

- 6) After saving the application form successfully, ARN number will get generated. (Please make a note of the ARN number for future use)

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


Welcome Ram Singh  
OA, 213  
Last Login : 5/8/2022 1:10 PM IST  
Password Expires : 11/1/2023  
Session timeout in 19 : 55

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

[Track Application](#) | [Licence](#) | [Purchase Order](#) | [Payments](#) | [MQ Dashboard](#) | [Reports](#) | [FAQs & Manuals](#) | [Raise Ticket](#)

Application saved successfully against the ARN: ARN0000067079.

APPLICATION FOR THE GRANT OF LICENCE IN FORM L6 FOR THE YEAR 2022-2023

- 7) After click “Next” on “L-10 License Application” Provide Additional Details form page will appear
- 8) Corporation Clerk will fill the Provide Additional Details form for L-10 License Application

Provide Additional Details


Fields marked with (\*) are mandatory.

List of all Directors/Partners/Proprietors (as in MCA Portal as per provision of Companies Act of 2013) \*

S.No.	Name	Percentage Share	PAN No	Upload PAN	Address Proof	Upload Address Proof	Excise Nominee	Select
1				<a href="#">Choose File</a>   No file chosen	--Please Select--	<a href="#">Choose File</a>   No file chosen	<input type="checkbox"/>	<input type="checkbox"/>

[Add](#) [Delete](#)

Email of Excise Nominee\*  Nominee Mobile \*

Nominee Passport Size Photo \* [Choose File](#) | No file chosen 

Is Excise Nominee any other than the Director of the Company?\*  Yes  No

Name of Excise Nominee\*  Address of Excise Nominee\*  Excise Nominee PAN No\*

Upload PAN copy of Excise Nominee\* [Choose File](#) | No file chosen

**Employee Details**

S.No.	Name	Qualification	Upload Photo	Select
1			<a href="#">Choose File</a>   No file chosen	<input type="checkbox"/>

[Add](#) [Delete](#)

**Bank Details**

Bank Name \*  Account Number \*  IFSC Code \*

**Licence Premise**

Whether Licence Premise is \* --Please Select--

Volume No of Lease Deed/Sale Deed \*  Registration No of Lease Deed/Sale Deed \*

Date of Registration \*

Licence by L&D / MCD / NDMC

Licence No \*

Valid From \*  Valid To \*

The details provided above are of the licence issued for the current year  I have applied for issuance of the above licence and attaching proof of licence issuance in process

Certified Architect Registration No. \*

Location of Vend \*  Commercial Complex  Shopping Mall

No of POS Terminal Instaltes at Vend.

No of CCTV Cameras Installed

S.No.	Camera Make	Recording Capacity(hrs)	Upload Bill
1			<a href="#">Choose File</a>   No file chosen

[Back](#) [Save](#) [Next](#)

9) After this, Click on "Save " for saving L-10 Provide AdditionalDetails form



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

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

---

Track Application

Licence

Purchase Order

Payments

MO Dashboard

Reports

FAQs & Manuals

Raise Ticket

Data saved successfully

Provide Additional Details

Fields marked with (\*) are mandatory.

10) After click “Next” on “L-10 Provide Additional Details” Grant of L-10 License Application form page will appear.

11) Corporation Clerk will fill the Provide Additional Details form for L-10 License Application

The screenshot shows the 'delhi.gov.in' website header with the Department of Excise, Entertainment & Luxury Tax, Govt. of Delhi. A navigation menu includes 'Track Application', 'Licence', 'Purchase Order', 'Payments', 'MQ Dashboard', 'Reports', 'FAQs & Manuals', and 'Raise Ticket'. The main heading is 'APPLICATION FOR THE GRANT OF LICENCE IN FORM FOR THE YEAR 2022-2023'. Below this is a form titled 'Applicant Details' and 'Address'. The form fields are as follows:

Applicant Details			
First Name*	<input type="text"/>	Fathers Name	<input type="text"/>
Designation of Applicant	--Please Select--	Email ID	<input type="text"/>
Date of Birth	<input type="text"/>	Mobile Number	<input type="text"/>
Landline Number	<input type="text"/>	Fax Number	<input type="text"/>
Address			
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"/>

Fields marked with (\*) are mandatory. At the bottom of the form are buttons for 'Save', 'Edit', 'Back', and 'Cancel'.

12) After saving the application form successfully, ARN number will be displayed again

The screenshot shows the same website header as above. The navigation menu is identical. The main heading is 'APPLICATION FOR THE GRANT OF LICENCE IN FORM FOR THE YEAR 2022-2023'. Below this is a green message: 'Application saved successfully against the ARN: ARN0000069331'. The form fields are the same as in the previous screenshot.

13) Click Next Button. After Clicking on ‘Next’ button, L-6 check-list will get opened along with self declaration box.

Note: - Additional Information Comment Boxes will be mandatory/Non-mandatory depend upon your selection from the L-10 Check-list form.

## APPLICATION FOR THE GRANT OF LICENCE IN FORM FOR THE YEAR 2022-2023

Fields marked with (\*) are mandatory.

Whether the Proposed Premises is in Approved Commercial area*	<input type="radio"/> Yes <input type="radio"/> No
Additional Information	<input type="text"/>
Whether the Proposed Premises is in Commercial Complex recognized by the DDA/MCD/NDMC/Delhi Cantonment Board (If No, Provide details)*	<input type="radio"/> Yes <input type="radio"/> No
Additional Information	<input type="text"/>
Whether the Land lord of the premises is in legal and physical possession of the premises (With Documentary Proof)*	<input type="radio"/> Yes <input type="radio"/> No
Whether the Premises conforms to the conditions mentioned for grant of L-10L-22 Licence*	<input type="radio"/> Yes <input type="radio"/> No
Whether the premises is in conformity with the rules and regulation of the local bodies (With documentary proof in the form of affidavit)*	<input type="radio"/> Yes <input type="radio"/> No
Whether the Premises meet the requirement under Rule 21 (1)(A), Delhi Liquor Licence Rule, 1978*	<input type="radio"/> Yes <input type="radio"/> No
Whether the proposed premises is a Puosa Building*	<input type="radio"/> Yes <input type="radio"/> No
Additional Information	<input type="text"/>
Whether the proposed premises is in use at present and if so the nature of the business carried on*	<input type="radio"/> Yes <input type="radio"/> No
Additional Information	<input type="text"/>
Whether any suit is pending in any court of law regarding ownership & Possession of the Premises (Declaration in Affidavit)*	<input type="radio"/> Yes <input type="radio"/> No
Whether premises are fitted with electricity & Water Connection (Declaration in Affidavit)*	<input type="radio"/> Yes <input type="radio"/> No
If the Premises is Jointly owned*	<input type="radio"/> Yes <input type="radio"/> No
If yes, NOC is obtained from all other members/partners/attested photocopy of the NOC*	<input type="radio"/> Yes <input type="radio"/> No
Whether proposed site map of the shop has been enclosed*	<input type="radio"/> Yes <input type="radio"/> No
Any other information regarding suitability of the premises *	<input type="radio"/> Yes <input type="radio"/> No
Additional Information	<input type="text"/>
<input type="checkbox"/> Certified that the particulars stated above are correct to the best of my knowledge and non-material facts have been concealed.	

<input type="checkbox"/> I hereby declare that information provided in the application is true and best of my knowledge:
1. I am Citizen of India.
2. I am not Defaulter/Debarred from Excise department.
3. I am furnishing document of good moral character certificate from Police Department.
4. I have no dues to be given to public department.
5. My business premises have not been constructed in violation of any law.
6. I do not indulge in any other business from same premises other than liquor for which license is being granted.
7. I do not possess any wholesale license of liquor.
8. I am not making any changes in the categorization defined in certificate received from DOT department.
9. If any information and attached documents are found to be false or forged then I am liable for action as per provision of the law.

Submit

Back

Cancel

14) Click Next Button, after clicking on 'Next' Button, L-10 License application ARN payment page will appear.



delhi.gov.in  
Govt. of NCT of Delhi

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

Welcome MAHENDER SINGH  
DY. MANAGER, 213  
Last Login : 18/02/2022 12:17 PM IST  
Password Expires : 1/1/2023  
Session timeout in : 19 : 55

Track Application | Licence | Purchase Order | Payments | MQ Dashboard | Reports | FAQs & Manuals | Raise Ticket

NOTE : In case of Online Payment, if amount has been deducted from your account and payment is still pending or failure for any of reasons. Then Please use [Track / Update Payment Status](#)

Mode Of Payment

Request ID	ARN0000069331	Amount Payable (₹)	5000
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Net Banking through SBI or Other Banks  
 SBI Cheque  
 DD

Confirm Cancel

Important Instruction : Net-Banking Payment  
 1. If you have done Net Banking payment and your transaction is interrupted for any reason and you do not get success confirmation. Please do not try another transaction for same reason. First check your account details and if your amount has been deduct from your account then please use 'Track / Update Payment Status' screen in Payments menu for successful payment confirmation by entering challan number.  
 Net-Banking for Maker/Checker Transactions  
 2. If an 'Authoriser' directly makes the payment, the transaction will be reflected immediately. If a 'Maker' makes the payment and an 'Authoriser' authorizes the payment on the same day, transaction will be reflected on the next working day. If an 'Authoriser' does not authorize the payment on the same day, the transaction will be cancelled.  
 3. After Payment authorization, users can also update the payment status in the system immediately through the 'Track / Update Payment Status' screen by entering the challan number.

15) After paying the application fees, Payment Status will be displayed

delhi.gov.in  
Govt. of NCT of Delhi

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

Welcome  
Last Login : 18  
Passwd  
Sessio

Track Application | Licence | Purchase Order | Payments | MQ Dashboard | Reports | FAQs & Manuals | Raise Ticket

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

Payment Status

Payment Successful  
Challan No is : 18032272112

Generate Acknowledgement  
[Click to print Application & Check-list](#)

16) Once user successfully completed the Payment the application ARN will be transferred to the department for approval.

17) After completion of Payment, the "Print Application" option will appear.

18) User will print the application form by clicking on "Print application Form and checklist"

delhi.gov.in  
Govt. of NCT of Delhi

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

Welcome Ram Singh  
GA, 213  
Last Login : 08/02/2022 1:10 PM IST  
Password Expires : 1/1/2023  
Session timeout in : 19 : 54

Track Application | Licence | Purchase Order | Payments | MQ Dashboard | Reports | FAQs & Manuals | Raise Ticket

Print Application and Checklist

Application is Successfully Submitted  
Application Reference No. : ARN0000067079  
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