

**Procedure for allotment of wholesale licenses of Imported Foreign Liquor (BIO), L-1BF, by inviting online applications in the State for the year 2019-20**

The wholesale licenses in the form of L-1BF in the State of Haryana for the year 2019-20 shall be granted by inviting online applications. There will be four (4) L-1BF licenses in the State. The license fee of each L-1BF shall be fixed. All the persons who want to participate in the process of allotment of the said licenses should follow the laid down procedure. In order to participate in the process, the applicant shall first of all have to complete the sign up process on the official website of the department in the following manner:-

***Sign up Process***

First, the applicant shall have to visit the departmental website [www.haryanatax.gov.in](http://www.haryanatax.gov.in). He is required to go through the process of ***Excise Registration*** sign up. The tab/icon labeled as “**Excise Registration**” is available at the home page of the departmental website [www.haryanatax.gov.in](http://www.haryanatax.gov.in).

A valid e-mail id and a valid mobile phone number are mandatorily required for Excise Registration signing up. Email id of the applicant shall be unique user id and a system generated password shall be provided to the applicant upon the completion of the process of Excise Registration sign up. This system generated password shall be provided on registered mobile number as well as email id of the applicant. This password will be known as One Time Password (OTP) and it can be used only once. The applicant has to **compulsorily change** this password for all the subsequent business during the course of submitting the application.

After having completed the process of sign up, the applicant shall have to follow the procedure as laid down here as under for successfully submitting his application for grant of L-1BF license. The process shall comprise of two steps; namely,-

- i) Registration process, and
- ii) Final submission of application.

Each step is further described here as under:-

***i) Registration Process***

The applicant shall get himself registered by using the unique user id (email id of the user) provided during the sign up process and by using his own password. The applicant shall have to select a district in which he intends to open his L-1BF license. The applicant shall enter the details of his credentials, i.e. name, address etc. at the time of registration.

The applicant shall also have to upload one scanned copy of his photograph, his identity proof, address proof, PAN, Haryana VAT registration/acknowledgement for having applied for Haryana VAT Registration and Import License during the process of registration.

After having completed the process of filling in the details and uploading the necessary documents, as mentioned above, the applicant shall have to proceed for payment of application fee and earnest money.

The application fee for L-1BF is Rs.1.00 Lakh. It is non-adjustable and non-refundable. Earnest money is Rs.1.6 Crore (Rs. One crore sixty Lakh). Earnest money is adjustable and refundable.

In order to make payments of application fee and earnest money, the applicant shall have two options to make payment.

- **Online payment:** The applicant can make payment online using net-banking, credit card, debit card. However, it may be kept in mind that the limit of the bank account should be more than the amount required to be paid as application fee and earnest money. After having deposited the money successfully, he will get a number called **Challan Identification Number** (CIN) or **Bank Payment Reference Number**. Thereafter, a **reference receipt** shall be generated.
- **Manual payment:** In case the applicant chooses to make payment by manual payment, he shall proceed to the next page wherein a **reference receipt** shall be generated. He will also have to proceed for '**print challan**' for making payment. The icon for **print challan** is available at the bottom of the '**reference receipt**'. After having printed the challan, he shall deposit the money in the bank within the prescribed time i.e. 24 hours. He will be provided **Challan Identification Number** (CIN) in lieu of having deposited the money in the bank.

This will complete the second step of the process wherein the applicant shall have a **reference receipt**.

**ii) Final submission of L-1BF application:**

The link for 'Final Submission of L-1BF Application' is available at the Dashboard Page of the applicant's login. It is located just below the link of 'Registration for L-1BF license'. The final submission of L-1BF application can only be made after completing the process of registration as described above.

The applicant shall have to furnish CIN/Bank Payment Reference Number and name of the bank from where he has deposited the money. All other details shall be auto-populated. After filling in these two details, he shall proceed for uploading Treasury

Receipt (TR) in case he has deposited the money manually from the bank. In case the money has been deposited online through net-banking, credit card/debit card, he shall upload Bank Payment Reference Receipt/acknowledgement of having made the payment.

The applicant shall click on *proceed* button available at the bottom of the document upload page. It will generate '*reference receipt for L-1BF application*'. It will be treated as having successfully submitted the application for L-1BF. The applicant can have a print out of his '*reference receipt for L-1BF application*' for further reference.

On successful submission of application for L-1BF license, an intimation shall be sent to the applicant on his registered email id. The intimation shall also be made by SMS to his registered mobile phone number. The *reference receipt* for L-1BF application shall contain information regarding his application reference number, business entity name, applicant name, district applied for, GRN number & date, mode of payment, total amount, CIN/Bank Payment Reference Number etc.

The applicant can submit his application on or before the last date and time prescribed for submission of the application.

The whole process shall be online and complete secrecy of the applications made shall be maintained till the expiry of last date and time for submission of applications.

The whole process is subject to the provisions of Punjab Excise Act, 1914, Rules framed thereunder, Excise Policy 2019-20 and any other instructions and orders issued by the Department of Excise & Taxation, Haryana.

The list of the applicants shall be displayed on the official website of the department after the expiry of last date and time for submission of the applications.

The department reserves the right to disqualify any application if the application is not complete or it is found to be not in order. The application may also be rejected if any particulars submitted by the applicants are found to be incorrect or fake.

The date and time of conducting the draw of lots shall be communicated through email and will also be published through the official website of the department.