

**PROCEDURE FOR APPLYING WITH PROHIBITION AND EXCISE**  
**FOR FL2/FL3 LICENSES**

**1. Applicant has to submit the filled application**

**To  
The Commissioner,  
Prohibition and Excise,  
Ezhilagam, Chepauk,  
Chennai – 600 005.**

**2. The applicant has to enclose the relevant documents as per the category listed out as below:**

**3. The application will be scrutinized in the first level by CPE Office for its correctness.**

**4. Then the applicant will have to submit the application along with requisite payment challan to the respective collectorate.**

**5. Once the application is verified by the collectorate and approved by the District Collector, the application will be sent back to CPE Office.**

**6. The CPE Office will complete the process of verification and approval and allot the license to the applicant according to his category.**

## **FL2 Check list**

- (i) Report about the ownership of the site and the club building.
- (ii) Report about the registration of the firm with the Registrar of companies and the Commercial Taxes Department. (Latest Certificate should be sent).
- (iii) Correctness of the amounts remitted.
- (iv) Payment of taxes due to the Corporation/Local bodies (for running Boarding and Lodging / Latest Certificate).
- (v) Authenticity of the documents (i.e. partnership deed, sale deed, lease deed etc., attested copies to be sent).
- (vi) Actual measurements of the proposed permit room/store room with clear boundaries made in the plan itself.
- (vii) Provision of Fire Extinguisher(both in the Bar and Store room)
- (viii) Whether the applicant is an Income Tax Assessee.
- (ix) Chances of misuse of the privilege, if granted.
- (x) Possessional limit to be fixed at the time of grant of licence.
- (xi) Report from the Police Department to the effect that no adverse or criminal case is pending against the club and No Objection Certificate.
- (xii) List of name and address and occupation of the members of the club duly verified by the Assistant Commissioner (Excise) .
- (xiii) Particulars required under rule 19(B) of the Tamil Nadu Liquor Licence and Permit ) Rules, 1981.
- (xvi) Copy of bye-laws of the Club
- (xv) Name and address of the President and Secretary of the Club .
- (xvi) Genuineness of the list of members willing to consume liquor in the club.
- (xvii) Structural Soundness Certificate obtained from the Competent authority.
- (xviii) Documentary evidence to prove that the applicant club is functioning without interruption for more than 3 years.
- (xix) Copy of approved building plan.
- (xx) Local body licence for the year 2015-2016.
- (xxi) Individual statement from each member of the club expressing his willingness to consume liquor along with photograph.
- (xxii) A report from the District Registrar of clubs about the functioning and genuineness of the club.
- xxiii) Licence under Tamil Nadu Public Building Licence rules 1965.

### FL3 Check list

- i) Report about the ownership of the site and the hotel building;
- ii) Report about the management of the hotel business and the proposed bar.(Sole ownership/partnership to be explained)
- iii) Report about the registration of the firm with the Registrar of Companies and the Commercial Taxes Department. (C.T.Certificate should be sent for current year.
- iv) Correctness of the amounts remitted with reference to the Star gradation and also remittance certificate with reference to treasury verification to be sent.
- v) Payment of taxes due to the Corporation/Local bodies )for running Boarding and Lodging/Certificate for the current year)
- vi) Authenticity of the documents (i.e. partnership deed, sale deed, lease deed etc. attested copies to be sent)
- vii) Actual measurements of the proposed permit room/store room with clear boundaries made in the plan itself.
- viii) Provision of Fire Extinguisher (both in the Bar and store room)
- ix) Licence from Local Body authority to run the business for running Boarding and Lodging-current year licence to be sent)
- x) Chances of misuse of the privilege, if granted.
- xi) Possessional limit to be fixed at the time of grant of licence.
- xii) Particulars required under rule 19 of T.N.L.(L&P) Rules, 1981.
- xiii) No.of occupants of the hotel in the last 6 months and average per day.
- xiv) Restaurant sale value for the last one year.
- xv) Details of nearby IMFL shops.
- xvi) Objections if any for the bar licence.
- xvii) Combined plan of the hotel showing the bar premises.
- xviii) Authenticated photographs of kitchen;2 rooms with toilet, Restaurant, Conference Hall, Reception, Car Park, Recreation Room and outer.
- xix) The format prescribed in D.O.Lr.P&E.V(1) 10003/99 dt.9.9.99.
- xx) No Objection Certificate obtained from the Police Department.
- xxi) The Licence under Tamil Nadu Public Building Licence Rules.

**FORM F.A. 1.3**  
**(See Rule 17(b) (III)**  
**ORIGINAL**

**To**  
**The Commissioner,**  
**Prohibition and Excise,**  
**Ezhilagam, Chepauk,**  
**Chennai – 600 005.**

Application for licence in Form FL.3 for possession of liquor by star hotels in the State for supply of foreign tourists resident in India holding personal permits and also citizens of India holding personal permits and also citizens of India holding personal permits of consumption within the license of the hotel or for removal in their private rooms in the hotel in which they stay for consumption there.

1.	a. Name of the Hotel (in Block Letters)	
	b. Name of the Applicant	
2.	Address of the premises in which the hotel is situated description of the room assigned for	
	1. Storage of liquor and	
	2. Serving of liquor (Permit room) (Boundaries of both to be furnished)	
3.	Permanent Address of the applicant	
4.	Occupation and approximate monthly income of the applicant	
5.	Whether the applicant holds any liquor licence previously under the Tamil Nadu Excise Act, 1971 (Tamil Nadu Act 34 of 1971)	
6.	Past experience in the license applied for now	
7.	Whether application is for a new licence of renewal	
8.	Quantity of liquor required to be possessed at a time (in units)	
9.	Whether any previous application for any licence under the Tamil Nadu Act X of 1937) or the rules made there under by the applicant (if so, the number and date of the order and the authority which issued such under should be furnished.	

10.	Average number of foreign tourists and Foreign residents in India and citizens of India holding health permits residing or boarding in the hotel per day separately (monthly wise figures for a period of one year dating back from the date of application to be furnished).		
11.	Any special reasons which the applicant desire to be considered.		
12.	Any amount of license fee paid (Treasury receipts to be enclosed).		
	i. Privilege fee		Challan No.
	ii. Licence fee		
	iii. Application fee		

I hereby declare that

- iv. that the particulars given above are correct
- v that I have not been convicted of any offence under the Tamil Nadu Prohibition Act, 1937 (Tamil Nadu Act X of 1937) or of the rules made there under or of any Cognizable or non boilable office; and
- vi. that I have gone through the Tamil Nadu Liquor (Licence and Permit) Rules, 1981, relating to the licence applied for by me herein and I am conversant with the Provisions thereof.

I hereby undertake to abide by the conditions of the licence and the provisions of the Tamil Nadu prohibition Act, 1937 (Tamil Nadu Act X of 1937) and the rules made there under.

Place:

Date:

Signature of the Applicant

**FORM F.A. 1.2**  
**(See Rule 17(b) (III))**

**ORIGINAL**

**(Here affix two  
Rupees Court-fee label)**

**To**  
**The Commissioner,**

Application for grant of license in Form FL.2 for possession of liquor by a non-proprietary club and for supply to members

1.	Name of the Club and whether it is a non-proprietary one	
2.	Address of the premises in which the Club is situated :	
3	(a) Number of permanent members attached to the club	
	(b).Average number of associate or visitor members of the club for year.	
4	Number of Members(***)	
.	(a) Permanent	
	(b) Associate or visiting	
5	Number of permanent members [***] who have expressed their desire or willingness to take liquor from the club	
6	Quantity of liquor required to be possessed at a time (in units)	
7	The amount of privilege fee and license fee paid (Treasury receipts to be enclosed)	
	I hereby declare that	
	(1 the particulars given above are correct and	
	(2) I have gone through the Tamil Nadu Liquor(Licence and permit) Rules 1981, relating to the license applied for by me herein and am conversant with the provisions thereof.	

I undertake to abide by the conditions of the license and the provisions of the Tamil Nadu prohibition Act, 1937 and the rules made there under.

Place:

Date: