

**List of Enclosure for Retail License from Excise:**

#	Name of Enclosure	Description	Mandatory (Y/N)
1	Noc From Local Area Authority		Y
2	NoC from: a. Municipal Board (if within municipal area) b. From Market/ Bazaar Committee (if within market baazar area)	a. If within Municipal area a is compulsory b. If within Market/bazaar area <u>Both if in Municipal and Markey area</u>  <u>None if not in Municipal and Markey area</u>	Yes (Conditional)
3	Professional tax clearance certificate (From Autonomous District Council)		Y
4	Sales tax clearance Certificate (From Meghalaya Taxation Department)		Y (if sales tax payee)
5	Income tax return for last three year	For Non-Tribal	Y (for non-tribal)
6	Land Documents (Sales Deed/ Lease Deed/ Gift deed, etc.)		Y
7	Financial Capacity Certificate (From any bank or financial institution)		Y
8	Age Proof (Birth Certificate/ School leaving Certificate)		Y
9	Proof of Residence (EPIC or Certificate issued by village/ Town committee/ Nokma/ HimaSyiemship/ any other Competent authority)		N
10	Identity Proof (EPIC, etc.)		Y
11	Educational Qualification Certificates		Y
12	Marriage Certificate (If Married)		Y (If Married)
13	Scheduled Tribe/ Scheduled Caste Certificate	For Scheduled Tribes/ Scheduled Caste	Y (for SC / ST)
14	Trade Licence	For non-Tribal	Y (for non-Tribal)
15	Non-Encumbrance Certificate		Y
16	Excise licence held individually/jointly for one/multiple shop/s (Current and Previous)		Y (if Applicable)
17	Excise licence held by direct family member/ dependant individually/jointly for one/multiple shop/s (Current and Previous)		Y (if Applicable)

**List of Enclosure for Wholesale/Bonded warehouse license from Excise:**

#	Name of Enclosure	Description	Mandatory (Y/N)
1	Noc From Local Area Authority		Y
2	NoC from: c. Municipal Board (if within municipal area) d. From Market/ Bazaar Committee (if within market baazar area)	a. If within Municipal area a is compulsory b. If within Market/bazaar area <u>Both if in Municipal and Markey area</u>  <u>None if not in Municipal and Markey area</u>	Yes (Conditional)
3	Professional tax clearance certificate (From Autonomous District Council)		Y
4	Sales tax clearance Certificate (From Meghalaya Taxation Department)		Y (if sales tax payee)
5	Income tax return for last three year	For Non-Tribal	Y (for non-tribal)
6	Land Documents (Sales Deed/ Lease Deed/ Gift deed, etc.)		Y
7	Financial Capacity Certificate (From any bank or financial institution)		Y
8	Age Proof (Birth Certificate/ School leaving Certificate)		Y
9	Proof of Residence (EPIC or Certificate issued by village/ Town committee/ Nokma/ HimaSyiemship/ any other Competent authority)		N
10	Identity Proof (EPIC, etc.)		Y
11	Educational Qualification Certificates		Y
12	Marriage Certificate (If Married)		Y (If Married)
13	Scheduled Tribe/ Scheduled Caste Certificate	For Scheduled Tribes/ Scheduled Caste	Y (for SC / ST)
14	Trade Licence	For non-Tribal	Y (for non-Tribal)
15	Non-Encumbrance Certificate		Y
16	Excise licence held individually/jointly for one/multiple shop/s (Current and Previous)		Y (if Applicable)
17	Excise licence held by direct family member/ dependant individually/jointly for one/multiple shop/s (Current and Previous)		Y (if Applicable)
18	Site Plan approved by Competent by Engineer/ Architect		Y

**List of Enclosure for distillery/ Bottling plant license from Excise:**

#	Name of Enclosure	Description	Mandatory (Y/N)
1	Noc From Local Area Authority		Y
2	NoC from: a. Municipal Board (if within municipal area) b. From Market/ Bazaar Committee (if within market bazaar area)	c. If within Municipal area a is compulsory d. If within Market/bazaar area <u>Both if in Municipal and Markey area</u>  <u>None if not in Municipal and Markey area</u>	Yes (Conditional)
3	Professional tax clearance certificate (From Autonomous District Council)		Y
4	Sales tax clearance Certificate (From Meghalaya Taxation Department)		Y (if sales tax payee)
5	Income tax return for last three year	For Non-Tribal	Y (for non-tribal)
6	Land Documents (Sales Deed/ Lease Deed/ Gift deed, etc.)		Y
7	Financial Capacity Certificate (From any bank or financial institution)		Y
8	Age Proof (Birth Certificate/ School leaving Certificate)		Y
9	Proof of Residence (EPIC or Certificate issued by village/ Town committee/ Nokma/ HimaSyiemship/ any other Competent authority)		N
10	Identity Proof (EPIC, etc.)		Y
11	Educational Qualification Certificates		Y
12	Marriage Certificate (If Married)		Y (If Married)
13	Scheduled Tribe/ Scheduled Caste Certificate	For Scheduled Tribes/ Scheduled Caste	Y (for SC / ST)
14	Trade Licence/ Factories Licence	For non-Tribal	Y (for non-Tribal)
15	Non-Encumbrance Certificate		Y
16	Excise licence held individually/jointly for one/multiple shop/s (Current and Previous)		Y (if Applicable)
17	Excise licence held by direct family member/ dependant individually/jointly for one/multiple shop/s (Current and Previous)		Y (if Applicable)
18	Meghalaya Pollution Control Board Clearance		Y
19	Single Window Agency Clearance		Y
20	Detailed Project Report		Y