

Procedure for allotment of wholesale licenses of Imported Foreign Liquor, Bottled in Origin, (L-1BF), by inviting online applications in the State for the Excise Policy Year 2024-25

The wholesale licenses in the form of L-1BF in the State of Haryana for the Excise Policy Year **2024-25** shall be granted by inviting online applications through departmental portal. The annual license fee of L-1BF license is fixed at Rs. 4.00 Cr.

In case, the number of eligible applications received in first round is more than or equal to Sixteen (16), then the L-1BF shall be granted to all such eligible applicants. In such a case, the department will not initiate any further round for allotment of L-1BF's in the State.

However, in case the number of eligible applications received in first round is less than Sixteen (16), then the department may initiate more round(s) for allotment of remaining L-1BF licensees in the State. The number of remaining L-1BF licenses can be calculated by subtracting the count of L-1BF allotted in all the previous round(s) from sixteen (16). If in any subsequent round, the number of eligible applications exceeds the count of remaining L-1BF license, then the grant of such remaining L-1BF license shall be made by draw of lots amongst the eligible applicants in such round. No more applications shall be invited thereafter.

An applicant who is a wholesale licensee in the State of Haryana or any other State, or a proprietor firm, or a partnership firm, or a company registered under the Companies Act, 1956, or a society registered under the relevant law, or a firm registered under Limited Liability Partnership Act, 2008 is eligible to apply for grant of the license L-1BF in the state of Haryana. Further, the license will be granted/issued strictly as per Excise Policy, 2024-25 Clause 9.5.1 to 9.5.5.

The detailed procedure to be followed for making an application for grant of the license comprises of the following steps: -

1. Process of Sign-up:

First, the applicant shall have to go through the process of sign-up on the official portal of the Department www.haryanatax.gov.in. The process of sign-up may be followed by clicking the tab/icon labeled as “**Excise Registration**” available on the home page of portal <https://haryanatax.gov.in>.

A valid e-mail id and a valid mobile phone number are the prerequisites for signing up.

By clicking on 'Excise Registration' tab, a pop-up screen with alert **'Kindly sign-up and login through HEPC portal (Investharyana.in) by adding unique CAF number for Excise project ID to avail Excise e-services' through Excise department portal. Click here to sign-up <https://investharyana.in/>** will appear to user and user needs to click on 'OK'

button to proceed for email, Mobile registration & CAF sign-up process at '<https://investharyana.in/>' portal

The applicant will need to visit HEPC Portal (<https://investharyana.in/>). The applicant can also visit to https://investharyana.in portal by clicking on 'Excise Registration' tab available at department portal (<https://haryanatax.gov.in/>).

- i. The applicant will then need to sign-up and create account in https://investharyana.in portal by clicking on 'Login/Register link' available on-home page of HEPC portal under login/Register tab.
- ii. Applicant will need to enter the details mentioned in sign-up form. *Applicant* should have valid email and mobile number, as the registered mobile/ email will be used to share One Time Password (OTP) by Haryana tax department portal while redirecting from https://investharyana.in portal.
- iii. After entering the required details, applicant will need to click on Register button.
- iv. A registration confirmation link will be sent to email id of applicant by HEPC portal (https://investharyana.in) and applicant will need to confirm that confirmation link to activate the email account in HEPC portal. (In case of any issue, applicant can visit to support desk of invest Haryana portal.)
- v. After successful sign-up by confirming link shared over email by HEPC portal, the applicant will then need to login and Add CAF (In https://investharyana.in portal) as mandate first time only by clicking on +**Add CAF** tab in investharyana.in portal.
- vi. The applicant must enter details as required in **Add CAF** form under 'select project type' - '**Excise and Taxation**' in HEPC portal.
- vii. After adding CAF details, the applicant must need to click on 'View CAF' tab and then click on details button.
- viii. Post that, applicant will need to click on 'Service required' link available on left side of dashboard and will need to select '**Excise and Taxation Department**'. Then applicant needs to click require button to avail Excise e-services.
- ix. The applicant will click on **require service** from any of the available three Excise services and then the applicant will need to go to "**Service in Progress**" link. (The applicant can use any of the Excise service, it will redirect to Excise department portal through 'Service in Progress' section).
- x. After clicking on '**service in progress link**' user needs to click "**Fill service form**" button under required service name, then it will be redirected to Haryana tax portal to 'OTP' (One Time Password) Validation page.

- xi. OTP (One Time Password) through email and message (as registered on invest Haryana portal while sign-up) will be triggered to applicant to validate before login to Excise e-services at department portal (<https://haryanatax.gov.in>).
- xii. After entering the correct OTP, system will allow user to access to Excise e-services dashboard.

Once the complete process ADD Unique CAF and OTP validation/Authentication via HEPC portal to Haryana tax portal is done successfully by applicant. Then applicant can be eligible to login directly to <https://haryanatax.gov.in> portal e-services login section to avail e-services with his registered email ID (registered at time of Invest Haryana sign-up process) as user name and password (By resetting it first time by using forgot password option in Haryana tax department e-services portal, User name & Email will be same as registered email of applicant to use OTP via forgot password option).

Note:- The detailed procedure for login to Haryana tax portal for Excise e-services via HEPC Portal (Investharyana.in) is also available at official portal of the department (haryanatax.gov.in) under useful link and Latest news section.

2. Process of Registration:

The applicant shall get himself registered by using the unique user id (email id of the user) provided during the process of sign-up **as mentioned above**. The applicant shall have to use his own password, which he has created using One Time Password provided during the sign-up for the purpose of logging in for registration. (As mentioned above).

The applicant will need to click on **‘Registration for allotment for L-1BF license’ link available on department dashboard, post successful login to e-services through redirection from HEPC portal**. There will be two options available under that link as below:

- i. **Registration for L-1BF License (Step-1)**
- ii. **Final submission for L-1BF application (Step-2)**

Applicant will need to click on **Step-1 (Registration for L-1BF License)** as **first step**. The applicant shall have to select a district in which he intends to open his L-1BF license. The applicant shall enter the required **mandatory** details in form.

The applicant shall also have to upload one scanned copy of his photograph, his identity proof, address proof, PAN, Aadhar Card (UID)/PPP (Parivar Pehchan Patra), Income Tax Returns for last three Assessment Years, Net Worth of minimum Rs. 60 Lakhs duly certified by a Chartered Accountant registered with ICAI, Haryana VAT registration/acknowledgement for having applied for Haryana VAT and the document relating to the constitution of the business entity, **others** etc.

After having successfully completed the process of uploading the details as mentioned above, the applicant shall have to proceed for payment of **Application Fee** and **Earnest Money**.

The applicant shall have to deposit an **Application Fee** for L-1BF of **Rs.2.00 Lakh**, which will be non-adjustable and non-refundable. The application shall also be accompanied with an earnest money of Rs. 25 lakh (Rupees Twenty-Five Lakh). Earnest money will be adjustable unless forfeited.

The payments of Application Fee and Earnest Money can be made by the following either of the two methods via **system** described here as under:

- I. **Online payment:** The applicant can make online payment using the facility of 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.
- II. **Manual payment:** The applicant can also make the payment manually. In this case, he shall have to generate a challan for making payments. 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 **Process of Registration (Step-1)** wherein the applicant shall be given a **reference receipt**.

3. **Final submission of L-1BF application (Step-2):**

Only those applicants who have successfully completed the process of **Signing-Up** and **Process of Registration (Step-1)** after **completing the payment process** can submit their applications for grant of L-1BF license.

The link titled as '**Final Submission of L-1BF Application (Step-2)**' will be available at the Dashboard Page of the applicant's login. It is located just below the link of '**Registration for L-1BF license (Step-1)**'. The applicant shall have to furnish **CIN/Bank Payment Reference Number** and the name of the bank through which the payments have been made. All other details shall be auto populated.

After having furnished the above details, the applicants shall have to upload the Treasury Receipt (TR) if the payments were made **manually** or upload Bank Payment Reference Receipt/acknowledgement if the payments were made **online through net-banking, credit card/debit card**.

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 printout of his '**reference receipt for L-1BF application**' for reference.

On successful completion of the submission of application for L-1BF license, intimation shall be sent to the applicant on his registered email id.

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 only during the time period prescribed for submission of applications for grant of L-1BF license.

Note: Please note that to complete the registration and application submission process, both Step-1 and Step-2 are mandatory for all applicants to follow.

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

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

The Department reserves the right to cancel the whole process in the interest of revenue.

The department reserves the right to disqualify any application(s) if the application is not complete or it is not found in order. The application(s) may also be rejected if the applicant is found to be blacklisted or engaged in any malpractices.

The application(s) may also be rejected if any particulars submitted by the applicants are found to be incorrect or fake.

The whole process is subject to the provisions of Haryana Excise Act, 1914, Rules framed thereunder, Excise Policy **2024-25** and any other instructions and orders issued by the Department of Excise & Taxation, Haryana.
