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# The Gazette of the Democratic Socialist Republic of Sri Lanka

## EXTRAORDINARY

අංක 2366/39 - 2024 ජනවාරි මස 12 වැනි සිකුරාදා - 2024.01.12  
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## PART I : SECTION (I) — GENERAL

### Government Notifications

#### EXCISE ORDINANCE (CHAPTER 52)

##### Excise Notification No. 02/2024

BY virtue of the powers vested in me by Section 32 to read with Section 25 of the Excise Ordinance (Chapter 52), I, Ranil Wickremesinghe, Minister of Finance, Economic Stabilization and National Policies do hereby declare that the following rules made by me shall come into effect from January 12, 2024.

The Excise Notification No. 902 published in the Extraordinary Gazette of the Democratic Socialist Republic of Sri Lanka bearing No. 1544/17 dated April 10, 2008 and the provisions in paragraph (2) of the Excise Notification No. 983 published in the Extraordinary Gazette of the Democratic Socialist Republic of Sri Lanka bearing No. 1945/17 dated December 15, 2015 are hereby rescinded.

**RANIL WICKREMESINGHE,**  
Minister of Finance, Economic Stabilization  
and National Policies.

Ministry of Finance, Economic Stabilization and National Policies,  
Colombo 01,  
January 12, 2024.



## Rules

1. These Rules may be cited as the 'Excise Notification No. 02 /2024'.
2. In terms of the Excise Ordinance No.08 of 1912 (Chapter 52) hereinafter referred to as 'the Ordinance';
  - I. From and after the date of coming into effect of these rules, all persons expecting to obtain any liquor selling license which is contemporarily issued, shall forward an application to the Commissioner General of Excise by using the application form specified in Schedule I hereto.
  - II. A request shall be made to the Commissioner General of Excise, by using the application form specified in the Schedule II hereto by all those persons expecting to renew an existing excise license for the sale of liquor for the coming year, by using the application form specified in the Schedule III hereto by an applicant for the co-licensure of any excise license for the sale of liquor, by using the application form specified in Schedule IV hereto by all persons expecting to transfer the ownership of an excise license for the sale of liquor, and by using the application form specified in Schedule V hereto by all persons expecting to transfer of location of any such licensed premises.
  - III. An amount of Rs. 25,000.00 shall be paid as a non-refundable application fee in cases of applying for a new excise license for the sale of liquor, an extension of the validity period of such existing license, transfer of ownership of such license, applying for the co-licensure of such license or transfer of location of the licensed premises.
  - IV. However, Payment of the application fee mentioned in above paragraph III should not be applicable to the Excise Licenses for the sale of liquor of the categories of Excise F.L. 14 Occasional License, Excise F.L. 15 Supplementary License to extend Hours of Sale and Excise F.L.16 Auctioneers License.
  - V. In cases of applying for a new excise license for the sale of liquor, transfer of ownership of such license, applying for co- licensure of such license or transfer of the location of the licensed premises, those application forms can be obtained from the Excise Head Office by paying the prescribed application fee. However, application forms for extending the validity period of such licenses can be obtained from the Excise Head Office or Offices of the Assistant Commissioners of Excise located island wide.
  - VI. Applications obtained as per the provisions of these rules shall be completed and submitted along with relevant documents to the Excise Officer-in-Charge of the excise area of authority, where the proposed premises for the license is located in cases of new licenses, and where the existing licensed premises is located in cases of existing licenses.
  - VII. However, the Commissioner General of Excise reserves the right to search and extract any information relating to any applicant from any document file available at the Excise Department or to request and obtain any information necessary for considering the issuance of the license applied for, including details of the income tax or other tax payments of the applicant.
  - VIII. All applications submitted as per the above Schedule VI should be completed in all aspects and all the required documents should be annexed. Incomplete applications or applications submitted without necessary documents or which does not conform to the guidelines and conditions set out in the Schedule VI to these rules will be rejected.
  - IX. However, the issuance of any application under the provisions of this section should not be a guarantee for the issuance of a new excise license for the sale of liquor, the transfer of ownership of an excise license or the appointment of a co- licensure to a license or the approval for the transfer of location of a licensed premises as applied for by such application.

3. Upon receipt of all requests under Rule 2 above, the Commissioner General of Excise shall consider those applications in accordance with the provisions of the Excise Ordinance and shall satisfy such applications are in accordance with the guidelines and conditions specified in Schedule VI hereto.
4. Relevant license fee specified for the particular type of license for the particular period of time should be paid by the relevant licensee in cases of granting a new excise license to sell liquor or extending the period of validity of such license already been granted under these rules.
5. All excise licenses for the sale of liquor are issued for a period of one calendar year (January 01 to December 31), and the relevant license fee for the particular year should be paid at least seven working days before the date of commencement of the relevant fiscal year. However, in case of not receiving the said license fee by the relevant Divisional Secretary within seven working days from the commencement of the relevant financial year, permission should be granted to pay the said license fee subjected to a fine of one percent of the license fee within a period of four weeks. Afterwards that time period of four weeks the said fine should be three percent of the license fee.
6. Those licenses issued at some point in the middle of the year, will be so issued only for the rest of the year. In respect of those licenses issued in the middle of the year, license fees should be charged proportionately for the rest of that year.
7. Further, every person who transfer the right to any existing excise license for the sale of liquor, become a co-licensee of such license or transfers the location of the said license, shall for the time being pay the following fees in respect thereof.

Fee for the transfer of location of a license - Rs. 250,000/-

Fee for the transfer of rights of an Excise F.L.4 license

In case of a legal heir - Rs. 250,000/-

In case of a non- legal heir - Rs. 15,000,000/-

Fee for the transfer of rights of an excise license other than Excise F.L.4 license

In case of a legal heir - Rs. 250,000/-

In case of a non- legal heir - Rs. 2,500,000/-

8. Generally, these guidelines and conditions shall be applicable until they are amended or repealed regarding the issuance of excise licenses for the sale of liquor in respect of a calendar year beginning on the 1st day of January of a particular year and ending on the 31st day of December of that year, as well as for any period beginning from a date after the initial date of a particular year and ending on or prior to December 31 of that year.
9. Every person to whom a liquor license is been granted should write and sign a counterpart agreement covering the validity period of their license as prescribed by the Excise Ordinance. Further, the security deposit applicable for the time being in respect of the type of excise license for the sale of liquor applied for shall be deposited as a security for the proper execution of his agreement.
10. If the Commissioner General of Excise refuses granting a liquor license to the applicant, he should inform the applicant those reasons for holding such opinion by registered mail within 30 days of the receipt of the relevant application, and also should inform the applicant to submit if he has reasons to justify granting of a license for him. Accordingly, those reasons against the reasons given by the Commissioner General of Excise should be forwarded to him in writing within two weeks of the receipt of the notice of the Commissioner General of Excise by registered post, along with any documentary to prove the facts presented.
11. Thereafter and within a period not later than 30 days from the date of receipt of a reply from the applicant, after considering all the facts and if appears to be required and appropriate the Commissioner General of Excise shall hold an inquiry at his

discretion to decide whether a liquor license to be issued for the applicant or to prove the denial. That decision arrived at should be notified to the applicant in writing by registered post without delay.

12. In order to be eligible for a license to sell liquor, the following requirements shall be fulfilled with respect to the location and premises of the proposed place:

- (a) Licensed premises or proposed premises for the licenses for the retail sale of liquor not for consumption on the premises shall have a floor area of at least 250 square feet, and licensed premises or proposed premises for the licenses for the retail sale of liquor for consumption on the premises shall have a floor area of at least 500 square feet.
- (b) Licensed premises or proposed premises for the sale of Beer, Ale, Stout and Wine only, by retail not for consumption on the premises shall have a floor area of at least 100 square feet, and Licensed premises or proposed premises for the sale of Beer, Ale, Stout and Wine only, by retail for consumption on the premises shall have a floor area of at least 250 square feet.
- (c) In case of licensed premises or proposed premises for those licenses for the retail sale of liquor not for consumption on the premises issued for the Super Markets/ Grocery Stores of which the annual turnover of their companies/ businesses or parent companies exceeds Rs. 1000 million shall have a minimum floor area of 3,000 square feet that is dedicated for providing consumer services as prescribed by the Commissioner General of Excise.
- (d) Liquor wholesale licenses shall have a minimum floor area of 1000 square feet.
- (e) Location and establishment of Licensed premises or proposed premises for the licenses of Excise F.L. 07 Hotel License, Excise F.L. 08 Hotel Bar License, Excise F.L. 11 Restaurant License and Excise F.L. 12 Rest House License for the retail sale of liquor for consumption on the premises that do not require the approval of the Sri Lanka Tourism Development Authority should be done in accordance with the criteria prescribed in Schedule VII hereto. Such hotel licenses would be contrasted from restaurant licenses only if those hotels do possess at least five (05) rooms for the accommodation of guests.
- (f) Licensed premises or proposed premises for the licenses for the retail sale of liquor not for consumption on the premises should be located by maintaining the straight distance that exceeding one hundred (100) meters from their nearest boundary to the closest boundary of the nearest government registered schools and government registered public religious places of worship. Further, licensed premises or proposed premises for the licenses for the retail sale of liquor for consumption on the premises should be located maintaining the straight distance that exceeding five hundred (500) meters from their nearest boundary to the nearest boundary of the closest government registered schools and government registered public religious places of worship.
- (g) If any complaint is received on violation of prescribed distance requirements to the nearest government registered schools and government registered public religious places of worship, the actual distances should be determined by way of a survey report obtained from the Government Surveyor subject to the payment of the relevant survey fees by the applicant of the license. As per the survey report, if any violation of the distance regulations is found, then the relevant license should be cancelled.
- (h) Licensed premises or proposed premises for the retail sale of liquor for consumption on the premises that are registered with the Sri Lanka Tourism Development Authority, Urban Development Authority, National Film Corporation, or relevant local government institute under the Licensing of Clubs Law bearing no. 17 of 1975 should be located by maintaining the straight distance that exceeding two hundred and fifty (250)

meters from their nearest boundary to the nearest boundary of the closest government registered schools and government registered public religious places of worship.

- (i) However, licensed premises or proposed premises for the retail sale of Beer, Ale, Stout, and Wine only, for consumption on the premises and for consumption off the premises should be located by maintaining the straight distance that exceeding one hundred (100) meters from their nearest boundary to the nearest boundary of the closest government registered schools and government registered public religious places of worship.
- (j) These distance requirements should not apply for the liquor wholesale licenses.
- (k) These distance requirements should not apply to the mixed development projects intended in commercial activities with an investment exceeding USD 5 million which do possess controlled access or confined only to a particular community of members or consumers, tourist zones, economic zones, investment zones, and entertainment centers associated with residential complexes, and shopping malls located on or above the third floor of a commercial building complex.
- (l) However, the Commissioner General of Excise may consider relaxing the above distance requirements if he is satisfied that no specific objections raised by the general public in respect of excise licenses of following categories that are already been issued.
  - I. Licenses established with the approval of Sri Lanka Tourism Development Authority
  - II. Licenses which have been in operation for more than 10 years at the same location
  - III. Licenses established prior to the establishment of schools and religious places of worship.

- 13. Any objection or protest received by the Commissioner General of Excise from a member of an organization of the public either before or after the issuance of a license, on the ground that there has been a violation of the provisions of the Excise Ordinance or violation of the rules, guidelines and conditions set forth herein, will be notified by the Commissioner General of Excise to the applicant or the licensee as the case may be and will thereafter be inquired into by the Commissioner General of Excise or any other excise officer duly empowered to do so and a decision would be made on the basis of the findings.
- 14. In such an inquiry held in accordance with the provisions of Rule 11 above, if it is found that the establishment or continuance of the license under concern may threat or likely threat to the maintenance of law and order in the area, Commissioner General of Excise may decide to relocate the licensed premises or the proposed premises to a suitable place.
- 15. Further, the decisions made by the Commissioner General of Excise subsequently to the inquiries conducted in accordance with the provisions of Rules 11 and 12 above, should be final.

### Schedule I

#### Application For a New Excise License for the Sale of Liquor

Validity period of the license : From ..... to .....

Number and Date of the Receipt for the Application Fee: .....

Signature and Official Stamp of the Officer issued the Application: .....

	For Office use only
<p>The Application should be completed by the Applicant/s as accurately as possible.</p> <p>To fill (a) by striking off the option that is not relevant or (b) filling the particulars or (c) mentioning “not applicable” if not applicable in the present.</p>	<p><b>Excise Verification Process</b></p> <p>To complete by the Inspector of Excise (Mark ✓ if correct; provide details if incorrect)</p>
<p><b>1. General Particulars of the Applicant/Applicants</b></p>	<p><b>Please provide particulars if disagreeing with the Applicant</b></p>
<p>Full name of the Applicant/Applicants</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>Address/Addresses of the Applicant/Applicants</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>Telephone/Fax: .....</p> <p>Email: .....</p> <p>Business/Company Registration Number: ..... (if applicable)</p>	<p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>
<p>Furnish a copy of the Business/Company Registration Certificate as <b>Annexure 1</b> (if applicable)</p>	<p>.....</p>
<p>Race: .....</p> <p>National Identity Card No.: .....</p> <p>Age: .....</p> <p>Occupation:.....</p>	<p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>
<p>Furnish a photocopy of National Identity Card/Passport/Driving License as <b>Annexure 2.</b></p>	<p>.....</p>

2. Description of the License/Licenses			Please provide particulars if disagreeing with the Applicant
Type of the License		Nature of the License	
Excise F.L. ....		Off-Premises Consumption	On- Premises Consumption
(a) If an F.L. 07 Hotel License, the number of Rooms:			
(b) Does the applicant hold any other Excise Licenses?		Yes	No
If "yes" type of License		Premises where the said License is in operation	
i	.....	.....	
ii	.....	.....	
iii	.....	.....	
iv	.....	.....	
(c) Has any liquor License been in operation in this premises within the current year? .....			.....
If "yes", I. Name and Address of the Licensee (If different from above): ..... ..... ..... .....			..... ..... ..... .....
II. Total duration the license was in operation at this premises: .....			..... .....
III. Year of the commencement of the license: .....			.....
3. Geographical Location of premises where Applicant propose to Operate License			Please provide particulars if disagreeing with the Applicant
Postal Address of the proposed premises: .....			.....
District: .....			.....
Divisional Secretariat: .....			.....

Police Area: .....				.....
Electorate: .....				.....
Excise Station: .....				.....
<b>4. Suitability of the premises as per its location</b>				<b>Please provide particulars if disagreeing with the Applicant</b>
(a) Is the distance to following places exceeds the prescribed distance as per the type of the license?	Government registered public religious place of worship	Yes	No	.....
	Government Registered Schools	Yes	No	.....
Attach a copy of the survey plan from a Licensed Surveyor as <b>Annexure 3</b>				.....
(b) Is the premises situated within a Foreign Liquor Tavern area? .....				.....
(c) If “yes” specify the distance from the nearest Foreign Liquor Tavern? .....				.....
(d) For Club License Holders - Complete only if relevant	i. Are you registered under the Club Act No.17 of 1975?	Yes	No	.....
	ii. Are you registered with the Ministry of Sports/ Ministry of Social Services?	Yes	No	.....
	iii. Have it been actively operating during the last 5 years?	Yes	No	.....
	iv. Do you hold a valid Club License for the year applied for?	Yes	No	.....
	v. Do you hold a Bank Account?	Yes	No	.....
Attach a report obtain from the Divisional Secretary of the area where the relevant premises is located at that there is no objection from the general public to issue the proposed license as <b>Annexure 4</b> .				.....
<b>5. Particulars of the registration/ recommendation of a second party</b>				<b>Please provide particulars if disagreeing with the Applicant</b>
(a) Registration/ Recommendation of the Sri Lanka Tourism Development Authority (Regarding the Excise F.L.7, 8, 11, 12, 22B Licenses)		Yes	No	.....
(b) Registration/ Recommendation of National Film Cooperation (Regarding the Excise F.L.9 Licenses)		Yes	No	.....
(c) Registration/ Recommendation of Urban Development Authority (Regarding the Excise F.L.12 Licenses)		Yes	No	.....
(d) Registration/Recommendation of the relevant Local Government Authority (Regarding the Excise F.L.13 and F.L.13A Licenses)		Yes	No	.....
(e) Registration/Recommendation of Sri Lanka Railway Department (Regarding the Excise F.L.10 Licenses)		Yes	No	.....
(f) Registration/Recommendation of other relevant Institutions (If applicable)		Yes	No	.....
If “yes” attach the documents to prove the registration/recommendation as <b>Annexure 5</b> .				.....



6. Particulars of Criminal background				Please provide particulars if disagreeing with the Applicant	
(a) Have you ever been convicted of a criminal offense or an excise offence?			Yes	No	.....
(b) Are there any records regarding any criminal offense or excise offence committed at the proposed premises?			Yes	No	.....
(c) Have you been blacklisted for holding excise licenses?			Yes	No	.....
Please provide the statements, reports and particulars that are requested by <b>Annexures 6,7,8,9 and 10</b> regarding the above facts.					.....
(d) Have you been issued with any Technical Crime Reports regarding any Excise License in the past three years? If "yes" give details			Yes	No	.....
Year	No of Technical Crime Report	Compounding Fee			
				.....	
				.....	
				.....	
7. Proof of ownership, Approval for use and description of the premises				Please provide particulars if disagreeing with the Applicant	
(a) Type of Ownership		Freehold	Lease	Rent	Other
Submit a copy of registered Deed/ Rental or Lease Agreement certified by a Notary Public as <b>Annexure 11</b> .					
(b) Any Dispute regarding the ownership?		Yes		No	
If "yes" provide the particulars in <b>Annexure 12</b> .					.....
(c) If rented or leased, has the owner agreed on operating the License in the premises?		Yes		No	
If "yes" attach approval or affidavit certified by a Notary Public as <b>Annexure 13</b> .					.....
(d) What area of the building is occupied by the proposed premises?		Total Building		Part of the Building/Floor	
(e) If "part of the building" attach a sketch of the total plan indicating what rest of the area will be used for as <b>Annexure 14</b> .					.....
(f) Boundaries of the Licensed Premises:					
North by: .....					.....
South by: .....					.....
East by: .....					.....
West by: .....					.....
(g) Boundaries of the liquor store/ liquor bar established in the Licensed Premises:					
North by: .....					.....
South by: .....					.....

East by: .....					.....
West by: .....					.....
(h) Submit a certified, descriptive rough sketch of the building as <b>Annexure 15</b> .					.....
(i) Description of the building  (Delete if not applicable)	Floor	Cemented	Tiled	Others	<b>Comments on the overall suitability of the building</b>  ..... ..... ..... .....
	Roof	Asbestos	Tiled	Others	
	Walls	Brick and Mortar	Pre-Fab	Others	
	Describe the type of Doors, Windows and other ventilations: ..... ..... ..... .....				
If the above answer is “others” describe particulars in <b>Annexure 16</b> .					
(j) Assessment No. of the building: .....					.....
If no assessment number available, provide the particulars in <b>Annexure 17</b> .					
(k) Has the Building Plan been granted the Approval? .....					.....
Submit the Building Plan certified by the local authorities as <b>Annexure 18</b> .					
<b>8.Other Requirements</b>					<b>Please provide particulars if disagreeing with the Applicant</b>
(a) Number and Date of the Receipt to prove the payment of non-refundable application Fee:  The receipt should be issued in the name of the applicant/s. Submit a photo copy of the receipt as <b>Annexure 19</b> .					..... .....
(b) Submit the documents proving registration as a taxpayer with the Inland Revenue Department as <b>Annexure 20</b> . (The documents should be issued in the name of the applicant/s.)					.....
(c) If the applicant/s hold any other Excise License/Licenses or if any Excise License is already in operation in the proposed premises or if any Excise License has been in operation there before, submit the certificate of the Assistant Commissioner of Excise concerned on the full settlement of all the payments including compounding fees and late fees due to the Government in respect of the said License/Licenses as <b>Annexure 21</b> .					.....

<p>I/We certify and declare that I am / We are aware of the fact that mere submission of this application will not entitle me for a license, and that in the event of the particulars furnished above are found to be false or a violation of the rules and regulations and notifications under the Excise Ordinance and rules and regulations that will be imposed in future under the said Ordinance is committed, the license may be suspended or cancelled by the order of the Commissioner General of Excise and the decision of the Commissioner General of Excise will be the final decision and in the event of non-issuance of a license, I will have no right to claim for compensation from the Government of Sri Lanka or from an officer acting for or on behalf of the Government of Sri Lanka.</p> <p>.....                  Signature/s of the Applicant/s</p> <p>Date: .....</p>	<p><b>General Comments of the Inspector of Excise</b>                  .....                  .....                  .....                  .....                  .....                  .....                  ....</p> <p>Signature of the Inspector of Excise:</p> <p>Date:</p>
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## Annexures to be submitted relevant to the Application for a New Excise License for the Sale of Liquor

(To be completed by the Applicant/ Applicants)

	For Office Use Only To complete by the Inspector of Excise
<b>Identity of the Applicant</b>	<b>Observations of the Inspector of Excise</b>
<i>Annexure 1</i> A copy of the Certificate of Business Registration/ Company Registration of the applicant/s	.....
<i>Annexure 2</i> A photocopy of National Identity Card/ Passport/ Driving License of the applicant/s	.....
<b>Suitability of the Location of the Premises</b>	<b>Observations of the Inspector of Excise</b>
<i>Annexure 3</i> A copy of a survey plan obtained from a Licensed Surveyor indicating distances to the nearest place of religious worship and school	.....
<i>Annexure 4</i> A report obtained from the Divisional Secretary of the area where the relevant premises is located at that if there are public objections on the issuance of the proposed license.	.....
<b>Registration/ Recommendation of a Second Party (only if applicable)</b>	<b>Observations of the Inspector of Excise</b>
<i>Annexure 5</i> Documents confirming the recommendation/ registration of Sri Lanka Tourism Development Authority/ National Film Corporation/ Urban Development Authority/ Sri Lanka Railway Department/ and other relevant institutions.	.....
<b>Particulars of criminal offences</b>	<b>Observations of the Inspector of Excise</b>
<i>Annexure 6</i> A statement made by an Affidavit that the applicant has been or has not been convicted of an offense under the Penal Code or an excise offense or an offense involving corruption of character within the last 5 years.	.....
<i>Annexure 7</i> A report obtained from the Officer-in-Charge of the Police Station in the area where the applicant/s reside that the applicant/s have not been convicted under the Criminal Procedure Code or the Excise Ordinance during the last 5 years.	.....
<i>Annexure 8</i> A report obtained from the Divisional Secretary of the area where the applicant reside, whether the applicant is fit and proper to hold the proposed license.	.....
<i>Annexure 9</i>  (d) If any convictions have been made by the court for criminal offenses or excise offenses committed at the proposed premises, provide the particulars thereof below.	

1. ....	.....
2. ....	.....
3. ....	.....
4. ....	.....
5. ....	.....
<b>Annexure 10</b>  Details if the applicant/s has/have been blacklisted in relation to holding Excise Licenses: .....	.....
<b>Proof of ownership of the premises, consent to use and description of the premises</b>	<b>Observations of the Inspector of Excise</b>
<b>Annexure 11 - Ownership of the Premises</b>  Copy of registered deed/ rent or lease agreement valid for the period of application that attested by a Notary Public	.....
<b>Annexure 12 - Disputes regarding the ownership</b>  Particulars of any dispute regarding the ownership of the proposed building: .....	.....
<b>Annexure 13 - Owner's agreement to operate the license</b>  If the proposed building is rented or leased, an agreement or an Affidavit attested by a Notary Public to operate the business without interruption	.....
<b>Annexure 14 – Use of the other parts of the building</b>  If a part of a building is used, a sketch of the entire plan indicating the use of the other parts of the building	.....
<b>Annexure 15 - Certified Rough Sketch of Building</b>  Certified rough sketch of the building to be used	.....
<b>Annexure 16 – Description of building (if applicable)</b>  Details of materials that have been used for the floor, roof and walls of the building, if not mentioned in the application: .....	.....
<b>Annexure 17 - Assessment number</b>  If no assessment number is been assigned to the premises, mention the numbers of adjoining buildings. When they are also not available, mention the names of the adjacent land.  .....	.....
<b>Annexure 18 - Building Plan</b>  Building Plan certified by the local authorities	.....

Other Requirements	Observations of the Inspector of Excise
<b>Annexure 19 – Receipt for the Application Fee</b>  A photocopy of the receipt confirming payment of the non-refundable application fee with the number and date of the receipt (the receipt should be issued in the name of the applicant/s).	.....
<b>Annexure 20 - Registration as a Taxpayer</b>  Proof of registration number as a tax payer with the Inland Revenue Department (Documents should be issued in the name of the applicant/s.)	.....
<b>Annexure 21 - Full payment and settlement of dues</b>  If the applicant/s hold any other Excise License/Licenses or if any Excise License is already in operation in the proposed premises or if any Excise License has been in operation there before, a certificate of the Assistant Commissioner of Excise concerned on the full settlement of all the payments including compounding fees and late fees due to the Government in respect of the said License/Licenses	.....

1. Recommendation of the Officer In-Charge of Excise Station:	
Name-  Date-	Signature-  Official Stamp-
2. Recommendation of the Superintendent of Excise:	
Name-  Date-	Signature-  Official Stamp-
3. Report to be filled by the Assistant Commissioner of Excise:	
Name-  Date-	Signature-  Official Stamp-

## Schedule II

### Application for Renewal of a Current Excise License to Sell Liquor for the Forthcoming Year

Validity period of the license: From ..... to .....

Number and Date of the Receipt for the Application Fee: .....

Signature and Official Stamp of the Officer Issued the Application: .....

	For Office use only
<p>The Application should be completed by the Applicant/s as accurately as possible.</p> <p>To fill (a) by striking off the option that is not relevant or (b) filling the particulars or (c) mentioning “not applicable” if not applicable in the present.</p>	<p><b>Excise Verification Process</b></p> <p>To complete by the Inspector of Excise (Mark √ if correct; provide details if incorrect)</p>
<p><b>1. General Particulars of the Applicants</b></p>	<p><b>Please provide particulars if disagreeing with the Applicant</b></p>
<p>Full name of the Applicants</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>Address/Addresses of the Applicants</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>Telephone/Fax: .....</p> <p>Email: .....</p> <p>Business/Company Registration Number: ..... (if applicable)</p>	<p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>
<p>If the Business/Company Registration furnished before has been differed furnish a copy of that registration certificate as <b>Annexure 1</b> (if applicable)</p>	<p>.....</p>
<p>Race: .....</p> <p>National Identity Card No.: .....</p> <p>Age: .....</p> <p>Occupation:.....</p>	<p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>
<p>If the documents furnished before is differed furnish a photocopy of National Identity Card/Passport/Driving License as <b>Annexure 2</b>.</p>	<p>.....</p>

2. Description of the License			Please provide particulars if disagreeing with the Applicant
Type of the License	Nature of the License		..... ..... .....
Excise F.L. ....	Off-Premises Consumption	On- Premises Consumption	
Attach certified copies of Excise Licenses issued for the year preceding the year for which the license is to be renewed as <b>Annexure 3</b> .			.....
3. Description of the Geographical Location of the premises where Applicant Operate the License			Please provide particulars if disagreeing with the Applicant
Postal Address of the proposed premises: ..... ..... ..... .....			
District: .....			.....
Divisional Secretariat: .....			.....
Police Area: .....			.....
Electorate: .....			.....
Excise Station: .....			.....
4. Particulars of the registration/ recommendation of a second party			Please provide particulars if disagreeing with the Applicant
(a) Registration/ Recommendation of the Sri Lanka Tourism Development Authority (Regarding the Excise F.L.7, 8, 11, 12, 22B Licenses)	Yes	No	.....
(b) Registration/ Recommendation of National Film Cooperation (Regarding the Excise F.L.9 Licenses)	Yes	No	.....
(c) Registration/Recommendation of Sri Lanka Railway Department (Regarding the Excise F.L.10 Licenses)	Yes	No	.....
(d) Registration/ Recommendation of Urban Development Authority (Regarding the Excise F.L.12 Licenses)	Yes	No	.....
(e) Regarding the Excise F.L.13 and F.L.13A Licenses:-			
i. Registration/Recommendation of the relevant Local Government Authority under Licensing of Clubs Law of No. 17 of 1975	Yes	No	.....
ii. Registration/Recommendation of the Ministry of Sports/ Ministry of Social Services	Yes	No	.....
iii. Has a valid Club License for the year of application?	Yes	No	.....
iv. Has a Bank Account?	Yes	No	.....
v. Actively operated in the last 5 years?	Yes	No	.....



(f) Registration/Recommendation of other relevant Institutions (If applicable)		Yes	No	.....
If "yes" attach the documents to prove the registration/recommendation As <b>Annexure 4</b> .				
<b>5. Particulars of Criminal background</b>				<b>Please provide particulars if disagreeing with the Applicant</b>
(a) Have you been convicted of a criminal offense or an excise offence?		Yes	No	.....
(b) Provide a statement made by an Affidavit that the applicant has been or has not been convicted of an offense under the Penal Code or an excise offense or an offense involving corruption of character within the last 5 years as <b>Annexure 5</b> .				
(c) Have you been issued with any Technical Crime Reports regarding any Excise License in the past three years? If "yes" give details		Yes	No	.....
Year	No of Technical Crime Report	Compounding Fee		.....
				.....
				.....
				.....
Provide the report of the respective Assistant Commissioner of Excise included with the details of Compounding Fees/ Late Fees imposed within the last 3 years as <b>Annexure 6</b> .				
<b>6. Proof of ownership, Approval for use and description of the premises</b>				<b>Please provide particulars if disagreeing with the Applicant</b>
(a) Type of Ownership	Freehold	Lease	Rent	Other
Submit a copy of registered Deed/ Rental or Lease Agreement certified by a Notary Public as <b>Annexure 7</b> .				
(b) Any Dispute regarding the ownership?	Yes	No	.....	
If "yes" provide the particulars in <b>Annexure 8</b> .				
(c) If rented or leased, has the owner agreed on operating the License in the premises?	Yes	No	.....	
If "yes" attach approval or affidavit certified by a Notary Public as <b>Annexure 9</b> .				
(d) Details of any change in location since the last license was obtained: .....				
.....				
.....				
(e) Boundaries of the Licensed Premises (Only if the boundaries from the time the last license was obtained has been changed):				
North by: .....				

South by: .....	.....
East by: .....	.....
West by: .....	.....
(f) Boundaries of the liquor store/ liquor bar established in the Licensed Premises (Only if the boundaries from the time the last license was obtained has been changed):	
North by: .....	.....
South by: .....	.....
East by: .....	.....
West by: .....	.....
<b>7. Other Requirements</b>	<b>Please provide particulars if disagreeing with the Applicant</b>
(a) Proof of the payment of non-refundable application Fee: Number and Date of the Receipt: .....	.....
The receipt should be issued in the name of the applicant/s. Submit a photocopy of the receipt as <b>Annexure 10</b> .	.....
(b) Consent to receive tax payment information: Submit a letter of the applicant consenting the Commissioner General of Excise to receive his tax payment information from the Department of Inland Revenue (included with the Taxpayer Identification Number) as <b>Annexure 11</b> .	.....
I/We certify and declare that, I am / We are aware of the fact that mere submission of this application will not entitle me for a license, and that in the event of the particulars furnished above are found to be false or a violation of the rules and regulations and notifications under the Excise Ordinance and rules and regulations that will be imposed in future under the said Ordinance is committed, the license may be suspended or cancelled by the order of the Commissioner General of Excise and the decision of the Commissioner General of Excise will be the final decision and in the event of non-issuance of a license, I will have no right to claim for compensation from the Government of Sri Lanka or from an officer acting for or on behalf of the Government of Sri Lanka. ..... Signature/s of the Applicant/s Date: .....	<b>General Comments of the Inspector of Excise</b> ..... ..... ..... ..... ..... Signature of the Inspector of Excise: Date:

## Annexures to be submitted relevant to the Application for Renewal of a Current Excise License to Sell Liquor for the Forthcoming Year

(To be completed by the Applicant/ Applicants)

	<b>For Office Use Only</b> To complete by the Inspector of Excise
<b>Identity of the Applicant</b>	<b>Observations of the Inspector of Excise</b>
<i>Annexure 1</i> A copy of the Certificate of Business Registration/ Company Registration of the applicant/s	.....
<i>Annexure 2</i> A photocopy of National Identity Card/ Passport/ Driving License of the applicant/s	.....
<b>Proof of Current Licensing</b>	<b>Observations of the Inspector of Excise</b>
<i>Annexure 3</i> Copies of Excise Licenses issued for the year preceding the year for which the license is to be renewed	.....
<b>Registration/ Recommendation of a Second Party (only if applicable)</b>	<b>Observations of the Inspector of Excise</b>
<i>Annexure 4</i> Documents confirming the recommendation/ registration of Sri Lanka Tourism Development Authority/ National Film Corporation/ Urban Development Authority/ Sri Lanka Railway Department/ and other relevant institutions.	.....
<b>Particulars of criminal offences</b>	<b>Observations of the Inspector of Excise</b>
<i>Annexure 5</i> A statement made by an Affidavit that the applicant has been or has not been convicted of an offense under the Penal Code or an excise offense or an offense involving corruption of character within the last 5 years.	.....
<i>Annexure 6</i> The report of the respective Assistant Commissioner of Excise included with the details of Compounding Fees/ Late Fees imposed within the last 3 years	.....
<b>Proof of ownership of the premises, consent to use and description of the premises</b>	<b>Observations of the Inspector of Excise</b>
<i>Annexure 7 - Ownership of the Premises</i> Copy of registered deed/ rent or lease agreement valid for the period of application that attested by a Notary Public	.....
<i>Annexure 8 - Disputes regarding the ownership</i> Particulars of any dispute regarding the ownership of the proposed building: ..... .....	.....
<i>Annexure 9 - Owner's agreement to operate the license</i>  If the proposed building is rented or leased, an agreement or an Affidavit attested by a Notary Public to operate the business without interruption	.....
<b>Other Requirements</b>	<b>Observations of the Inspector of Excise</b>
<i>Annexure 10 – Receipt for the Application Fee</i>	

A photocopy of the receipt confirming payment of the non-refundable application fee and the number and date of the receipt: ..... (the receipt should be issued in the name of the applicant/s).	.....
<b>Annexure 11 - Consent to receive tax payment information:</b>  A letter of the applicant consenting the Commissioner General of Excise to receive his tax payment information from the Department of Inland Revenue (included with the Taxpayer Identification Number)	.....

1. Recommendation of the Officer In-Charge of Excise Station:	
Name:-	Signature:- Official
Date:-	Stamp:-
2. Recommendation of the Superintendent of Excise:	
Name:-	Signature:-
Date:-	Official Stamp:-
3. Report to be filled by the Assistant Commissioner of Excise:	
Name:-	Signature:-
Date:-	Official Stamp:-

### Schedule III

#### Application for Co-Licensure of an Existing Excise License for the Sale of Liquor

Validity period of the license: From ..... to .....

Number and Date of the Receipt for the Application Fee: .....

Signature and Official Stamp of the Officer Issued the Application: .....

	For Office use only
<p>The Application should be completed by the Applicant/s as accurately as possible.</p> <p>To fill (a) by striking off the option that is not relevant or (b) filling the particulars or (c) mentioning “not applicable” if not applicable in the present.</p>	<p><b>Excise Verification Process</b></p> <p>To complete by the Inspector of Excise (Mark ✓ if correct; provide details if incorrect)</p>
<b>1. General Particulars of the Current License Holder/ License Holders</b>	<b>Please provide particulars if disagreeing with the Applicant</b>
<p>Full name of the License Holder/ License Holders</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>Address/Addresses of the License Holder/ License Holders</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>Telephone/Fax: .....</p> <p>Email: .....</p> <p>Business/Company Registration Number: ..... (if applicable)</p>	<p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>
<p>Race: .....</p> <p>National Identity Card No.: .....</p> <p>Age: .....</p> <p>Occupation:.....</p>	<p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>

2. General Particulars of the Applicant for the Co-licensure		Please provide particulars if disagreeing with the Applicant
Full name of the Applicant ..... ..... .....		..... ..... .....
Address of the Applicant ..... ..... .....		..... ..... .....
Telephone/Fax: .....		.....
Email: .....		.....
Race: ..... National Identity Card No.: ..... Age: ..... Occupation:.....		..... ..... ..... .....
Furnish a photocopy of National Identity Card/Passport/Driving License of the Applicant as <b>Annexure 1</b> .		.....
3. If the applicant for the co-licensure is a legal heir of the current license holder/ license holders, details thereof		Please provide particulars if disagreeing with the Applicant
..... ..... ..... .....		..... ..... ..... .....
Submit documents to prove the legal inheritance of the applicant as <b>Annexure 2</b> .		.....
4. Whether the documents regarding the will to grant the co-licensure and desire to obtain the co-licensure have been submitted		Please provide particulars if disagreeing with the Applicant
(a) Affidavit included with the desire to obtain the <b>co-licensure</b> of the Applicant to obtain the co-licensure	Yes No	
(b) Affidavit/ affidavits included with the will of the license holder/ holders to grant the co-licensure	Yes No	
Submit the Affidavit included with the will to grant the co-licensure as <b>Annexure 3</b> , and the Affidavit included with the desire to obtain the co-licensure as <b>Annexure 4</b> .		

5. Description of the License/Licenses			Please provide particulars if disagreeing with the Applicant
Type of the License		Nature of the License	
Excise F.L. ....		Off-Premises Consumption	On- Premises Consumption
(a) If an F.L. 07 Hotel License, the number of Rooms:		.....	
(b) Does the applicant hold any other Excise Licenses?		Yes	No
If "yes" type of License		Premises where the said License is in operation	
i	.....	.....	
ii	.....	.....	
iii	.....	.....	
iv	.....	.....	
(c) Has any liquor License been in operation in this premises within the current year? .....			.....
If "yes", I. Name and Address of the Licensee (If different from above):  ..... ..... ..... .....			..... ..... ..... .....
II. Total duration the license was in operation at this premises: .....			..... .....
III. Year of the commencement of the license: .....			.....
6. Particulars of Criminal background			Please provide particulars if disagreeing with the Applicant
(a) Have you ever been convicted of a criminal offense or an excise offence?		Yes	No
(b) Are there any records regarding any criminal offense or excise offence committed at the proposed premises?		Yes	No
(c) Have you been blacklisted for holding excise licenses?		Yes	No
Please provide the statements, reports and particulars that are requested by Annexures 5,6,7, and 8 regarding the above facts.			.....
(d) Have you been issued with any Technical Crime Reports regarding any Excise License in the past three years? If "yes" give details		Yes	No

Year	No of Technical Crime Report	Compounding Fee	
			.....
			.....
			.....
<b>7.Other Requirements</b>			<b>Please provide particulars if disagreeing with the Applicant</b>
<p>(a) Number and Date of the Receipt to prove the payment of non-refundable application Fee:</p> <p>The receipt should be issued in the name of the applicant/s. Submit a photo copy of the receipt as <b>Annexure 9</b>.</p> <p>(b) Submit the documents proving registration as a taxpayer with the Inland Revenue Department as <b>Annexure 10</b>. (The documents should be issued in the name of the applicant/s.)</p> <p>(c) If the applicant/s hold any other Excise License/Licenses or if any Excise License is already in operation in the proposed premises or if any Excise License has been in operation there before, submit the certificate of the Assistant Commissioner of Excise concerned on the full settlement of all the payments including compounding fees and late fees due to the Government in respect of the said License/Licenses as <b>Annexure 11</b>.</p>			<p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>
<p>I/We certify and declare that I am / We are aware of the fact that mere submission of this application will not entitle me for a license, and that in the event of the particulars furnished above are found to be false or a violation of the rules and regulations and notifications under the Excise ordinance and rules and regulations that will be imposed in future under the said Ordinance is committed, the license may be suspended or cancelled by the order of the Commissioner General of Excise and the decision of the Commissioner General of Excise will be the final decision and in the event of non-issuance of a license, I will have no right to claim for compensation from the Government of Sri Lanka or from an officer acting for or on behalf of the Government of Sri Lanka.</p> <p>.....</p> <p>Signature/s of the Applicant/s</p> <p>Date: .....</p>			<p><b>General Comments of the Inspector of Excise</b></p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>Signature of the Inspector of Excise:</p> <p>Date:</p>



## Annexures to be submitted relevant to the Application for Co-Licensure of an Existing Excise License for the Sale of Liquor

(To be completed by the Applicant/ Applicants)

	<b>For Office Use Only</b> To complete by the Inspector of Excise
<b>Identity of the Applicant</b>	<b>Observations of the Inspector of Excise</b>
<i><b>Annexure 1</b></i> A photocopy of National Identity Card/ Passport/ Driving License of the person apply for the co-licensure	.....
<b>Proof of the Legal Heredity, Will and Desire</b>	<b>Observations of the Inspector of Excise</b>
<i><b>Annexure 2</b></i> If the person applying for the right of the license is a legal heir of the current license holder/ holders, proof of documents including marriage certificates and birth certificates (as applicable)	.....
<i><b>Annexure 3</b></i> Affidavit included with the will to grant the co-licensure	.....
<i><b>Annexure 4</b></i> Affidavit included with the desire to obtain the co-licensure	.....
<b>Particulars of criminal offences</b>	<b>Observations of the Inspector of Excise</b>
<i><b>Annexure 5</b></i> A statement made by an Affidavit that the applicant has been or has not been convicted of an offense under the Penal Code or an excise offense or an offense involving corruption of character within the last 5 years.	.....
<i><b>Annexure 6</b></i> A report obtained from the Officer-in-Charge of the Police Station in the area where the applicant/s reside that the applicant/s have not been convicted under the Criminal Procedure Code or the Excise Ordinance during the last (5) years.	.....
<i><b>Annexure 7</b></i> A report obtained from the Divisional Secretary of the area where the applicant/applicants reside, whether the applicant is fit and proper to hold the proposed license.	.....
<i><b>Annexure 8</b></i> Details if the applicant/s has/have been blacklisted in relation to holding Excise Licenses: ..... ..... ..... .....	.....
<b>Other Requirements</b>	<b>Observations of the Inspector of Excise</b>
<i><b>Annexure 9 – Receipt for the Application Fee</b></i> A photocopy of the receipt confirming payment of the non-refundable application fee with the number and date of the receipt (the receipt should be issued in the name of the applicant/s).	.....

<b>Annexure 10 - Registration as a Taxpayer</b> Proof of registration number as a tax payer with the Inland Revenue Department (Documents should be issued in the name of the applicant/s.)	.....
<b>Annexure 11 - Full payment and settlement of dues</b> If the applicant/s hold any other Excise License/Licenses or if any Excise License is already in operation in the proposed premises or if any Excise License has been in operation there before, a certificate of the Assistant Commissioner of Excise concerned on the full settlement of all the payments including compounding fees and late fees due to the Government in respect of the said License/Licenses	.....

1. Recommendation of the Officer In-Charge of Excise Station:	
Name-	Signature-
Date-	Official Stamp-
2. Recommendation of the Superintendent of Excise:	
Name-	Signature-
Date-	Official Stamp-
3. Report to be filled by the Assistant Commissioner of Excise:	
Name-	Signature-
Date-	Official Stamp-

**Schedule IV**

**Application for  
Transferring the Ownership of a Current Excise License for the Sale of Liquor**

**Validity Period from ..... to.....**

Receipt Number and Date that paid Application Fee: .....

Signature and Official Stamp of the Application issued officer:.....

	<b>For Office use only</b>
The Application should be completed by the Applicant/s as accurately as possible.  To fill (a) by striking off the option that is not relevant or (b) filling the particulars or (c) mentioning “not applicable” if not applicable in the present.	<b>Excise Verification Process</b> To complete by the Inspector of Excise (Mark ✓ if correct; provide details if incorrect)
<b>1. General Particulars of the Current Excise License Holder/ Holders</b>	<b>Please provide particulars if disagreeing with the Applicant</b>
Full name/ names of the License Holder/ License Holders:  ..... ..... .....  Address/Addresses of the License Holder/ License Holders:  ..... ..... .....  Telephone/Fax: .....  Email: .....  Business/Company Registration Number: ..... (if applicable)	  ..... ..... .....    ..... ..... .....    ..... ..... .....
Race: .....  National Identity Card No.: .....  Age: .....  Occupation:.....	  ..... ..... .....    ..... ..... .....

<b>2. General Particulars of the person to whom the transfer of ownership of the Excise License is proposed</b> (One application shall be furnished for each proposed person)	<b>Please provide particulars if disagreeing with the Applicant</b>
Full name of the Proposed Person: ..... ..... .....	..... ..... .....
Address of the Proposed Person: ..... ..... .....	..... ..... .....
Telephone/Fax: ..... Email: ..... Business/Company Registration Number: ..... (if applicable)	..... ..... .....
Furnish a copy of the Business/Company Registration Certificate as <b>Annexure 1</b> (if applicable)	.....
Race: ..... National Identity Card No.: ..... Age: ..... Occupation:.....	..... ..... ..... .....
Furnish a photocopy of National Identity Card/Passport/Driving License of the Applicant as <b>Annexure 2</b> .	.....
<b>3. If the applicant for the ownership of the license is a legal heir of the current license holder/ license holders, details thereof</b>	<b>Please provide particulars if disagreeing with the Applicant</b>
..... ..... ..... .....	..... ..... ..... .....
Submit documents to prove the above-mentioned legal inheritance as <b>Annexure 3</b> .	.....

4. Whether the documents regarding the will to grant the ownership of the license and desire to obtain the ownership of the license have been submitted			Please provide particulars if disagreeing with the Applicant
(a) Affidavit included with the desire to obtain the ownership of the license	Yes	No	.....
(b) Affidavit/ affidavits of license holder/ license holders included with their will to grant the ownership of the license	Yes	No	.....
Submit the Affidavit included with the will to grant the co-licensure as <b>Annexure 4</b> , and the Affidavit included with the desire to obtain the co-licensure as <b>Annexure 5</b> .			.....

5. Description of the License/Licenses			Please provide particulars if disagreeing with the Applicant
Type of the License	Nature of the License		
Excise F.L. ....	Off-Premises Consumption	On- Premises Consumption	..... ..... .....
(a) If an F.L. 07 Hotel License, the number of Rooms:	.....		.....
(b) Does the applicant hold any other Excise Licenses?	Yes	No	.....
If “yes” type of License	Premises where the said License is in operation		
i	.....	.....	.....
ii	.....	.....	.....
iii	.....	.....	.....
iv	.....	.....	.....
(c) Has any liquor License been in operation in this premises within the current year? .....			.....
If “yes”, I. Name and Address of the Licensee (If different from above): a. .... b. .... c. .... d. ....			..... ..... ..... .....
II. Total duration the license was in operation at this premises: a. ....			..... .....
III. Year of the commencement of the license: .....			.....

6. Particulars of the registration/ recommendation of a second party				Please provide particulars if disagreeing with the Applicant
(a) Registration/ Recommendation of the Sri Lanka Tourism Development Authority (Regarding the Excise F.L.7, 8, 11, 12, 22B Licenses)	Yes	No	.....	
(b) Registration/ Recommendation of National Film Cooperation (Regarding the Excise F.L.9 Licenses)	Yes	No	.....	
(c) Registration/ Recommendation of Urban Development Authority (Regarding the Excise F.L.12 Licenses)	Yes	No	.....	
(d) Registration/Recommendation of the relevant Local Government Authority (Regarding the Excise F.L.13 and F.L.13A Licenses)	Yes	No	.....	
(e) Registration/Recommendation of Sri Lanka Railway Department (Regarding the Excise F.L.10 Licenses)	Yes	No	.....	
(f) Registration/Recommendation of other relevant Institutions (If applicable)	Yes	No	.....	
If “yes” attach the documents to prove the registration/recommendation As <b>Annexure 6</b> .				.....
7. Particulars of Criminal background				Please provide particulars if disagreeing with the Applicant
(a) Have you ever been convicted of a criminal offense or an excise offence?	Yes	No	.....	
(b) Have you been blacklisted for holding excise licenses?	Yes	No	.....	
Please provide the statements, reports and particulars that are requested by <b>Annexures 7,8,9 and 10</b> regarding the above facts.				.....
(c) Have you been issued with any Technical Crime Reports regarding any Excise License in the past three years? If “yes” give details	Yes	No	.....	
Year	No of Technical Crime Report	Compounding Fee		
			.....	
			.....	
			.....	
8. Proof of ownership, Approval for use and description of the premises				Please provide particulars if disagreeing with the Applicant
(a) Type of Ownership	Freehold	Lease	Rent	Other
Submit a copy of registered Deed/Rental or Lease Agreement certified by a Notary Public as <b>Annexure 11</b> .				.....
(b) Any Dispute regarding the ownership?	Yes	No	.....	
If “yes” provide the particulars in <b>Annexure 12</b> .				.....
(c) If rented or leased, has the owner agreed on operating the License in the premises?	Yes	No	.....	
If “yes” attach approval or affidavit certified by a Notary Public as <b>Annexure 13</b> .				.....

	.....
<b>9.Other Requirements</b>	<b>Please provide particulars if disagreeing with the Applicant</b>
<p>(a) Number and Date of the Receipt to prove the payment of non-refundable application Fee:</p> <p>The receipt should be issued in the name of the applicant/s. Submit a photo copy of the receipt as <b>Annexure 14</b>.</p> <p>(b) Submit the documents proving registration as a taxpayer with the Inland Revenue Department as <b>Annexure 15</b>. (The documents should be issued in the name of the applicant/s.)</p> <p>(c) If the applicant/s hold any other Excise License/Licenses or if any Excise License is already in operation in the proposed premises or if any Excise License has been in operation there before, submit the certificate of the Assistant Commissioner of Excise concerned on the full settlement of all the payments including compounding fees and late fees due to the Government in respect of the said License/Licenses as <b>Annexure 16</b>.</p>	<p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>
<p>I/We certify and declare that I am / We are aware of the fact that mere submission of this application will not entitle me for a license, and that in the event of the particulars furnished above are found to be false or a violation of the rules and regulations and notifications under the Excise Ordinance and rules and regulations that will be imposed in future under the said Ordinance is committed, the license may be suspended or cancelled by the order of the Commissioner General of Excise and the decision of the Commissioner General of Excise will be the final decision and in the event of non-issuance of a license, I will have no right to claim for compensation from the Government of Sri Lanka or from an officer acting for or on behalf of the Government of Sri Lanka.</p> <p>.....</p> <p>Signature/s of the Applicant/s</p> <p>Date: .....</p>	<p><b>General Comments of the Inspector of Excise</b></p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>....</p> <p>Signature of the Inspector of Excise:</p> <p>Date:</p>

## Annexures to be submitted relevant to the Application for Transferring the Ownership of a Current Excise License for the Sale of Liquor

(To be completed by the Applicant/ Applicants)

	<b>For Office Use Only</b> To complete by the Inspector of Excise
<b>Identity of the Applicant</b>	<b>Observations of the Inspector of Excise</b>
<b>Annexure 1</b> A copy of the Certificate of Business Registration/ Company Registration of the applicant/s	.....
<b>Annexure 2</b> A photocopy of National Identity Card/ Passport/ Driving License of the person to whom the transfer of ownership of the Excise License is proposed	.....
<b>Proving of the Legal Inheritance of the Applicant</b>	<b>Observations of the Inspector of Excise</b>
<b>Annexure 3</b> Documents including marriage certificates, birth certificates and court orders to prove the legal inheritance if the person applying for the right of the license is a legal heir of the current license holder/ holders	.....
<b>Documents on the desire to obtain the ownership and will to grant the ownership of license</b>	<b>Observations of the Inspector of Excise</b>
<b>Annexure 4</b> Affidavit included with the desire to obtain the ownership of the license	.....
<b>Annexure 5</b> Affidavit/ affidavits of license holder/ license holders included with their will to grant the ownership of the license	.....
<b>The registration/ recommendation of a second party (if relevant only)</b>	<b>Observations of the Inspector of Excise</b>
<b>Annexure 6</b> Documents confirming the recommendation/ registration of Sri Lanka Tourism Development Authority/ National Film Corporation/ Urban Development Authority/ Sri Lanka Railway Department/ and other relevant institutions.	.....
<b>Particulars of criminal offences</b>	<b>Observations of the Inspector of Excise</b>
<b>Annexure 7</b> A statement made by an Affidavit that the applicant has been or has not been convicted of an offense under the Penal Code or an excise offense or an offense involving corruption of character within the last 5 years.	.....
<b>Annexure 8</b> A report obtained from the Officer-in-Charge of the Police Station in the area where the applicant/s reside that the applicant/s have not been convicted under the Criminal Procedure Code or the Excise Ordinance during the last (5) years.	.....
<b>Annexure 9</b> A report obtained from the Divisional Secretary of the area where the applicant/applicants reside, whether the applicant is fit and proper to hold the proposed license.	.....



<b>Annexure 10</b> Details if the applicant/s has/have been blacklisted in relation to holding Excise Licenses: ..... ..... .....	.....
<b>Proof of ownership of the premises, consent to use and description of the premises</b>	<b>Observations of the Inspector of Excise</b>
<b>Annexure 11</b> Copy of registered deed/ rent or lease agreement valid for the period of application that attested by a Notary Public	.....
<b>Annexure 12</b> Particulars of any dispute regarding the ownership of the proposed building: ..... ..... .....	.....
<b>Annexure 13</b> If the proposed building is rented or leased, an agreement or an Affidavit attested by a Notary Public to operate the business without interruption	.....
<b>Other Requirements</b>	<b>Observations of the Inspector of Excise</b>
<b>Annexure 14 – Receipt for the Application Fee</b>  A photocopy of the receipt confirming payment of the non-refundable application fee with the number and date of the receipt (the receipt should be issued in the name of the applicant/s).	.....
<b>Annexure 15 - Registration as a Taxpayer</b>  Proof of registration number as a tax payer with the Inland Revenue Department (Documents should be issued in the name of the applicant/s.)	.....
<b>Annexure 16 - Full payment and settlement of dues</b>  If the applicant/s hold any other Excise License/Licenses or if any Excise License is already in operation in the proposed premises or if any Excise License has been in operation there before, a certificate of the Assistant Commissioner of Excise concerned on the full settlement of all the payments including compounding fees and late fees due to the Government in respect of the said License/Licenses	.....

1. Recommendation of the Officer In-Charge of Excise Station:

Name-

Signature-

Date-

Official Stamp-

2. Recommendation of the Superintendent of Excise:

Name-

Signature-

Date-

Official Stamp-

3. Report to be filled by the Assistant Commissioner of Excise:

Name-

Signature-

Date-

Official Stamp-

## Schedule V

### Application for Transferring the Location of a Current Excise License for the Sale of Liquor

Receipt Number and Date that paid Application Fee: .....

Signature and Official Stamp of the Application issued officer:.....

	For Office use only
<p>The Application should be completed by the Applicant/s as accurately as possible.</p> <p>To fill (a) by striking off the option that is not relevant or (b) filling the particulars or (c) mentioning “not applicable” if not applicable in the present.</p>	<p><b>Excise Verification Process</b></p> <p>To complete by the Inspector of Excise (Mark ✓ if correct; provide details if incorrect)</p>
<p><b>1. General Particulars of the Applicant/Applicants</b></p>	<p><b>Please provide particulars if disagreeing with the Applicant</b></p>
<p>Full name of the Applicant/Applicants</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>Address/Addresses of the Applicant/Applicants</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>Telephone/Fax: .....</p> <p>Email: .....</p> <p>Business/Company Registration Number: ..... (if applicable)</p>	<p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>
<p>Race: .....</p> <p>National Identity Card No.: .....</p> <p>Age: .....</p> <p>Occupation: .....</p>	<p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>

2. Description of the License/Licenses				Please provide particulars if disagreeing with the Applicant
Type of the License		Nature of the License		
Excise F.L. ....		Off-Premises Consumption	On- Premises Consumption	
(a) If an F.L. 07 Hotel License, the number of Rooms: .....				
(b) Does the applicant hold any other Excise Licenses?		Yes	No	
If “yes” type of License		Premises where the said License is in operation		
i	.....	.....		
ii	.....	.....		
iii	.....	.....		
iv	.....	.....		
(c) Has any liquor License been in operation in this premises within the current year? .....  If “yes”, I. Name and Address of the Licensee (If different from above): ..... ..... ..... ..... ..... II. Total duration the license was in operation at this premises: ..... ..... III. Year of the commencement of the license: .....				
3. Geographical Location of premises where Applicant Operate the License in Present				Please provide particulars if disagreeing with the Applicant
Postal Address of the Present Location of Premises: ..... ..... ..... ..... ..... District: .....				

Divisional Secretariat: .....				.....
Police Area: .....				.....
Electorate: .....				.....
Excise Station Area: .....				.....
<b>4. Geographical Location of premises where Applicant Propose to Operate License</b>				<b>Please provide particulars if disagreeing with the Applicant</b>
Postal Address of the proposed premises: .....				.....
.....				.....
.....				.....
.....				.....
District: .....				.....
Divisional Secretariat: .....				.....
Police Area: .....				.....
Electorate: .....				.....
Excise Station Area: .....				.....
<b>5. Suitability of the proposed premises as per its location</b>				<b>Please provide particulars if disagreeing with the Applicant</b>
(a) Is the distance to following places exceeds the prescribed distance as per the type of the license?	Government registered public religious place of worship	Yes	No	.....
	Government Registered Schools	Yes	No	.....
Attach a copy of the survey plan from a Licensed Surveyor as <b>Annexure 1</b>				.....
(b) Is the premises situated within a Foreign Liquor Tavern area? .....				.....
(c) If “yes” specify the distance from the nearest Foreign Liquor Tavern? .....				.....
Submit a report of the respective Divisional Secretary if no objections from the general public against the issuance of the proposed license as <b>Annexure 2</b>				.....

6. Particulars of the registration/ recommendation of a second party for the Proposed Premises			Please provide particulars if disagreeing with the Applicant
(a) Registration/ Recommendation of the Sri Lanka Tourism Development Authority (Regarding the Excise F.L.7, 8, 11, 12, 22B Licenses)	Yes	No	.....
(b) Registration/ Recommendation of National Film Cooperation (Regarding the Excise F.L.9 Licenses)	Yes	No	.....
(c) Registration/ Recommendation of Urban Development Authority (Regarding the Excise F.L.12 Licenses)	Yes	No	.....
(d) Registration/Recommendation of the relevant Local Government Authority (Regarding the Excise F.L.13 and F.L.13A Licenses)	Yes	No	.....
(e) Registration/Recommendation of Sri Lanka Railway Department (Regarding the Excise F.L.10 Licenses)	Yes	No	.....
(f) Registration/Recommendation of other relevant Institutions (If applicable)	Yes	No	.....
If "yes" attach the documents to prove the registration/recommendation As <b>Annexure 3</b> .			.....
7. Particulars of Criminal background			Please provide particulars if disagreeing with the Applicant
(a) Have you been issued with any Technical Crime Reports regarding any Excise License in the past three years? If "yes" give details	Yes	No	.....
Year	No of Technical Crime Report	Compounding Fee	
			.....
			.....
			.....
8. Proof of ownership, Approval for use and description of the proposed premises			Please provide particulars if disagreeing with the Applicant
(a) Type of Ownership	Freehold	Lease or Rent	.....
Submit a copy of registered Deed/ Rental or Lease Agreement certified by a Notary Public as <b>Annexure 4</b> .			.....
(b) Any Dispute regarding the ownership?	Yes	No	.....
If "yes" provide the particulars in <b>Annexure 5</b> .			.....
(c) If rented or leased, has the owner agreed on operating the License in the premises?	Yes	No	.....
If "yes" attach approval or affidavit certified by a Notary Public as <b>Annexure 6</b> .			.....
(d) What area of the building is occupied by the proposed premises?	Total Building	Part of the Building/Floor	.....
(e) If "part of the building" attach a sketch of the total plan indicating what rest of the area will be used for as <b>Annexure 7</b> .			.....

(f) Boundaries of the Proposed Licensed Premises:					
North by: .....					.....
South by: .....					.....
East by: .....					.....
West by: .....					.....
(g) Submit a certified, descriptive rough sketch of the building as <b>Annexure 8</b> .					.....
(h) Description of the building  (Delete if not applicable)	Floor	Cemented	Tiled	Others	<b>Comments on the overall suitability of the building</b>  ..... ..... ..... .....
	Roof	Asbestos	Tiled	Others	
	Walls	Brick and Mortar	Pre-Fab	Others	
	Describe the type of Doors, Windows and other ventilations: ..... ..... ..... .....				
If the above answer is "others" describe particulars in <b>Annexure 9</b> .					
(i) Assessment No. of the building: .....					.....
If no assessment number available, provide the particulars in <b>Annexure 10</b> .					
(j) Has the Building Plan been granted the Approval? .....					.....
Submit the Building Plan certified by the local authorities as <b>Annexure 11</b> .					
<b>9. Other Requirements</b>					<b>Please provide particulars if disagreeing with the Applicant</b>
(a) Number and Date of the Receipt to prove the payment of non-refundable application Fee:  The receipt should be issued in the name of the applicant/s. Submit a photo copy of the receipt as <b>Annexure 12</b> .					..... .....
(b) Submit the documents proving registration as a taxpayer with the Inland Revenue Department as <b>Annexure 13</b> . (The documents should be issued in the name of the applicant/s.)					.....
(c) If the applicant/s hold any other Excise License/Licenses or if any Excise License is already in operation in the proposed premises or if any Excise License has been in operation there before, submit the certificate of the Assistant Commissioner of Excise concerned on the full settlement of all the payments including compounding fees and late fees due to the Government in respect of the said License/Licenses as <b>Annexure 14</b> .					.....

<p>I/We certify and declare that I am / We are aware of the fact that mere submission of this application will not entitle me for a license, and that in the event of the particulars furnished above are found to be false or a violation of the rules and regulations and notifications under the Excise Ordinance and rules and regulations that will be imposed in future under the said Ordinance is committed, the license may be suspended or cancelled by the order of the Commissioner General of Excise and the decision of the Commissioner General of Excise will be the final decision and in the event of non-issuance of a license, I will have no right to claim for compensation from the Government of Sri Lanka or from an officer acting for or on behalf of the Government of Sri Lanka.</p> <p>.....</p> <p>Signature/s of the Applicant/s</p> <p>Date: .....</p>	<p><b>General Comments of the Inspector of Excise</b></p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>....</p>  <p>Signature of the Inspector of Excise:</p> <p>Date:</p>
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## Annexures to be Submitted Relevant to the Application for Transferring the Location of a Current Excise License for the Sale of Liquor

(To be completed by the Applicant/ Applicants)

	For Office Use Only To complete by the Inspector of Excise
<b>Suitability of the Location of the Premises</b>	<b>Observations of the Inspector of Excise</b>
<b>Annexure 1</b> A copy of a survey plan obtained from a Licensed Surveyor indicating distances to the nearest place of religious worship and school	.....
<b>Annexure 2</b> A report obtained from the Divisional Secretary of the area where the relevant premises is located at that if there are public objections on the issuance of the proposed license.	.....
<b>Registration/ Recommendation of a Second Party (only if applicable)</b>	<b>Observations of the Inspector of Excise</b>
<b>Annexure 3</b> Documents confirming the recommendation/ registration of Sri Lanka Tourism Development Authority/ National Film Corporation/ Urban Development Authority/ Sri Lanka Railway Department/ and other relevant institutions.	.....
<b>Proof of ownership of the premises, consent to use and description of the premises</b>	<b>Observations of the Inspector of Excise</b>
<b>Annexure 4 - Ownership of the Premises</b> Copy of registered deed/ rent or lease agreement valid for the period of application that attested by a Notary Public	.....
<b>Annexure 5 - Disputes regarding the ownership</b> Particulars of any dispute regarding the ownership of the proposed building: ..... ..... .....	.....
<b>Annexure 6 - Owner's agreement to operate the license</b> If the proposed building is rented or leased, an agreement or an Affidavit attested by a Notary Public to operate the business without interruption	.....
<b>Annexure 7 – Use of the other parts of the building</b> If a part of a building is used, a sketch of the entire plan indicating the use of the other parts of the building	.....
<b>Annexure 8 - Certified Rough Sketch of the Building</b> Certified rough sketch of the building to be used	.....
<b>Annexure 9 – Description of building</b> Details of materials that have been used for the floor, roof and walls of the building, if not mentioned in the application: ..... ..... ..... .....	.....
<b>Annexure 10 - Assessment number</b> If no assessment number is been assigned to the premises, mention the numbers of adjoining buildings. When they are also not available, mention the names of the adjacent land/lands. ..... .....	.....

.....	
<b>Annexure 11 - Building Plan</b>	
Building Plan certified by the local authorities	.....
<b>Other Requirements</b>	<b>Observations of the Inspector of Excise</b>
<b>Annexure 12 – Receipt for the Application Fee</b>	
A photocopy of the receipt confirming payment of the non-refundable application fee with the number and date of the receipt (the receipt should be issued in the name of the applicant/s).	.....
<b>Annexure 13 - Registration as a Taxpayer</b>	
Proof of registration number as a tax payer with the Inland Revenue Department (Documents should be issued in the name of the applicant/s.)	.....
<b>Annexure 14 - Full payment and settlement of dues</b>	
If the applicant/s hold any other Excise License/Licenses or if any Excise License is already in operation in the proposed premises or if any Excise License has been in operation there before, a certificate of the Assistant Commissioner of Excise concerned on the full settlement of all the payments including compounding fees and late fees due to the Government in respect of the said License/Licenses	.....

1. Recommendation of the Officer In-Charge of Excise Station:	
Name-	Signature-
Date-	Official Stamp-
2. Recommendation of the Superintendent of Excise:	
Name-	Signature-
Date-	Official Stamp-
3. Report to be filled by the Assistant Commissioner of Excise:	
Name-	Signature-
Date-	Official Stamp-

## Schedule VI

### Guidelines and Conditions relevant to the issuance of the Excise Licenses for the sale of liquor

#### (1) Issuance of Excise Licenses for the sale of liquor:

- I. In determining the number of licenses to be issued in respect of each province, in respect of the following categories of licenses, consideration will be given to density of the population, spread of tourism, patterns of liquor consumption, spread of illicit liquor and other social requirements of each province. The maximum number of excise licenses for the sale of liquor can currently be issued in respect of each province for the following categories of licenses are as follows.

Province	No. of Retail Licenses (F.L. 4)	No. of non-tourist board approved Hotel Licenses (FL/07)	No. of non-tourist board approved Restaurant Licenses (FL/11)
Western	418	8	146
Southern	180	-	22
Northern	82	3	21
Eastern	114	7	16
Central	257	8	49
North Central	97	4	16
North Western	189	-	39
Uva	92	4	24
Sabaragamuwa	149	-	29
Total	1,578	34	362

- II. Those limitations mentioned in the above paragraph I, will not apply in respect of retail licenses (Excise F.L. 04) that are issued to Super Markets, Grocery Stores and like enterprises where the annual turnover of the applicant company /business or their parent company/ business exceeds Rs. 1,000 million.
- III. A second license within the same administrative district in favor of an applicant who has already been granted a license will only be considered if there is no other eligible applicant.
- IV. However, the Commissioner General of Excise will not issue an applicant more than two licenses within a particular district, when in the opinion of the Commissioner General of Excise it can lead to a likely situation of monopoly or under supply of liquor or hinder free and unfettered supply distribution or consumption of liquor within the district.
- V. In evaluating and considering an application for a license made by an applicant, who had received more than two licenses, within or outside the district, the Commissioner General of Excise shall take into account all or any factors of economy, social welfare, culture, religion, needs of liquor industry, safety of the society and the consumers monopolistic situations and undue influence on the liquor industry and consumption likely in his opinion to affect adversely the policy of excise and may refuse such applications where deem expedient in his opinion.

**(2) Extension of the validity of existing Excise Licenses for the sale of liquor**

- I. Current holders of excise licenses are not entitled to automatic renewal thereof, and upon the expiry of the validity period of the said licenses, if the relevant licensee intends to extend further the validity period of the said license, he shall submit his application within 30 days in advance of each year according to these guidelines and conditions.
- II. The application that submitted as prescribed above will be considered by the Commissioner General of Excise in accordance with these guidelines and conditions and in accordance with any other provisions laid down in the Excise Ordinance.
- III. Applications for a license in respect of a licensed premises already in operation should have been fully paid and settled for all claims due in respect of the license already in operation or the license previously in operation or any other license in the name of the applicant.
- IV. If there is an inquiry still pending in respect of such licenses already in operation, to execute a license on the same premises or to execute another license in the name of the applicant will be considered upon a security deposit equivalent to a compounding fee that may be imposed by the Commissioner General of Excise in accordance with the Excise (Amendment) Act No. 37 of 1990 and subject to the results of such inquiry.

**(3) Transfer the ownership of an existing Excise License for the sale of liquor:**

- I. A request for transfer the ownership of an excise license to another person will be considered only after paying the relevant application fee and obtaining an application form in the name of the proposed transferee, duly completed and submitted along with the relevant documents, and only if the proposed transferee fulfills all the requirements mentioned in these rules to be completed in order to obtain the license.
- II. If the proposed transferee is not a legal heir of the excise license holder concerned, the proposed transferee should be liable to pay the fee prescribed in the present for transferring the right of the license.

**(4) Applying for the co-licensure of an existing Excise License for the sale of liquor**

- I. A request to grant the co-licensure to another person or persons in addition to the current license holder or license holders related to any excise license will be considered only if the relevant application fee is paid and obtaining an application form or application forms in the name of the proposed co-licensee or co-licensees and duly completing the relevant documents and only if the proposed co-licensee or co-licensees meet all the requirements of these rules to be completed to obtain the licensure.
- II. The proposed co-licensee should pay the relevant fee prescribed in the present for the appointment as a co-licensee.

**(5) Transferring the location of an existing Excise License for the sale of liquor:**

- I. Transfer of premises on which an excise license has been granted for the sale of liquor is not normally permitted. However, in cases of a natural disaster or due to a Government development activity or any other reason considered reasonable by the Commissioner General of Excise such as proximity to other licenses and uneven distribution of licensed premises etc., it should be permissible to transfer the location to which an excise license is issued within the same district in which it was in operation.
- II. However, the rule contained in the section I above, shall not apply for the wholesale licenses for the sale of liquor.
- III. Transfer of the location of a premises granted with an excise license would be permitted only if the proposed premises conforms to the rules, guidelines and conditions set out in this notification.

**(6) Dealing with applications with regard to existing excise licensed premises:**

- I. Applications submitted in respect of licensed premises already in operation shall be considered subject to full payment and settlement of all claims against the license already in operation at the place or the license previously in operation thereof or any other license in the name of the applicant.
- II. Where an inquiry is pending in respect of such licenses already been in operation, application for a license to operate in the same premises or by the same person will be considered subjected to a deposit of security deposit that is equivalent to the corresponding compounding fee that can be imposed by the Commissioner General of Excise in accordance with the Excise (Amendment) Act No. 37 of 1990 and subject to the results of such examination.

**(7) Documents to be submitted along with the application:**

Applicants for new excise licenses and applicants who currently hold excise licenses are required to submit the following reports and documents related to their request along with the forms of application for excise licenses. The Commissioner General of Excise should take action not issue relevant new licenses or renew existing licenses, in case of failure to submit those information,

**(a) Reports and documents to be submitted by applicants for a new license:**

- I. Form of application for the excise license related to the Schedule I to these rules included with the recommendations of the concerned Excise Officer-in-Charge, Superintendent of Excise and the Assistant Commissioner of Excise
- II. Proof of payment of non-refundable application fee
- III. Documents proving the identity of the applicant or applicants or, in case of a company, the Members of the Board of Directors thereof.
- IV. An affidavit that the applicant or applicants that have not been convicted of any criminal offense under the Penal Code or any other character related offense or any offense under any revenue act including the Excise Ordinance within the last five years. (If any complaint received against in this regard, Commissioner General of Excise may grant, or refuse to grant a new license or cancel the existing license after an inquiry held by him).
- V. A report obtained from the Officer in Charge of the Police Station of the area where the applicant has permanent residence that the applicant has not been convicted of a criminal offense under the Penal Code or any other offense related to character or any offense under any revenue laws including the Excise Ordinance during the last five (05) years.
- VI. A report obtained from the Divisional Secretary of the area where the applicant has permanent residence that the applicant is a suitable person to hold the license.
- VII. Certificate of Business Registration as per Business Names Act or Company Registration Certificate attested by a Notary Public in case of a company.
- VIII. Documents proving the ownership of the proposed premises (original documents or deeds along with certified copies should be submitted as proof of ownership and their certified copies should be given for filing in the file maintained for this purpose).
- IX. In case the proposed premises is not owned by the applicant, a lease agreement duly certified by a Notary Public and registered or a rent agreement attested by a Notary Public along with documents proving the ownership of the proposed premises by the lessor or renter.

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- X. If the proposed premises has been mortgaged, a letter from the relevant financial institution to confirm that.
- XI. In the case of land owned by the Government or land granted by the Government conditionally or on a license or title certificate, a letter of consent issued by the relevant Divisional Secretary or relevant Authority that the proposed business can be carried out in the said place.
- XII. Full details (together with the certified documents) of, if any dispute that has arisen with regard to the ownership of the proposed premises or building or if any judicial proceedings have been initiated against the building or any court order has been delivered.
- XIII. If the building is on rent or lease, an affidavit by the owner that he will allow the proposed business to be carried on without obstructed, attested by a Notary Public.
- XIV. If the premises where the license is being operated is mortgaged or kept as a security to a bank, an institution or a financial institution, a letter issued by the said institution allowing the business to be carried on without being obstructed.
- XV. A report obtained from the Divisional Secretary of the area where the license premises is located that there is no objection from the general public regarding the issuance of the license
- XVI. A photocopy of the plan of the proposed building (including details of floor area) attested by the local government authorities
- XVII. A rough sketch of the proposed building or premises showing the doors, windows, store cases, entrances and exits of the premises included with the dimensions of the respective parts of the building.
- XVIII. If the license is operated in a part of the building, a rough sketch of the complete building plan indicating the purpose for which the other parts of the building are being used
- XIX. Documents confirming the assessment number of the proposed premises
- XX. A survey plan obtained from a licensed surveyor depicting the direct boundary-to-boundary distances from the proposed building to the nearest Government registered schools and government registered public religious places of worship.
- XXI. Certificate of registration and recommendation of the following institutions in respect of places subject to registration at those institutions:
- Sri Lanka Tourism Promotion Authority,
  - National Film Corporation,
  - Urban Development Authority,
  - Local Governing Bodies.
- XXII. If it is a club, the following reports should also be submitted in addition to the above-mentioned documents and reports.
- Certificate of Registration under the Licensing of Clubs Law, No. 17 of 1975,
  - Documents to prove that the club has been in continuous operation during the five (05) years immediately preceding the date of submission of the application,
  - Proof of maintaining a bank account,
  - A registration certificate from the Ministry of Sports/ Ministry of Social Services.
- XXIII. A report from a recognized audit firm or a certificate issued by the Inland Revenue Department that the annual turnover of their parent business/ company has exceeded Rs. 1,000 million for the previous year in respect of retail liquor licenses granted to establishments such as Super Markets/ Grocery Stores.
- XXIV. Evidence confirming that if registered as a tax payer with the Inland Revenue Department.

**(b) Reports and documents to be submitted for the renewal of Excise Licenses:**

- I. Documents and records specified under paragraph I, II, IV, VIII, IX, X, XII, XIII, XIV, XXI of sub-section (a) of section (7) of the above guidelines and conditions.
- II. Certified photocopy of the Excise License confirming the payment of Excise License Fees and Stamp Duty for the year preceding the year of the application.
- III. Report of the Assistant Excise Commissioner on the excise offenses found at the concerned licensed premises for the previous 03 years.
- IV. Documents to prove if any change in the license holders or members of the board of the directors in the case of a company.
- V. It shall be the responsibility of the licensee to immediately notify the Commissioner General of Excise in any of the following situations that may arise in relation to a premises where a license is in operation.
  - a. Change of ownership of Licensed Premises,
  - b. Death of or Give up the business of any licensee,
  - c. Changes in the relevant deed of lease or rent agreements,
  - d. Changes or modifications to the building or premises where the licensed premises is located,
  - e. Any license holder found to be guilty of the offenses specified under paragraph IV of sub-section (a) of section (7) above.

**(c) Reports and documents to be submitted with regard to the appointment of a co-licensee:**

- I. Documents and records specified under paragraph I to VI of sub-section (a) of the section (7) of the above guidelines and conditions.
- II. Affidavit containing the request of the licensee to appoint the person proposed to be appointed as a co-licensee.
- III. Affidavit by the person proposed to be appointed as a co-licensee expressing his willingness to be appointed.
- IV. Documents to prove that if the person proposed to be appointed as a co-licensee is a legal heir of the licensee.
- V. If the proposed person to be appointed as a co-licensee is not a legal heir of the licensee, it should be liable to pay the fee for the transfer of rights prescribed in the present.

**(d) Reports and documents to be submitted in relation to the transfer of ownership of an excise license:**

- I. Documents and records specified under paragraph I to VI, VIII to XIV and XXI, XIII, XXIII, XXIV of sub-section (a) of section (7) of the above guidelines and conditions.
- II. Affidavit containing the request of the present licensee to appoint the person proposed to be appointed as the licensee.
- III. Affidavit by the person proposed to be appointed as the licensee expressing his willingness to be appointed.
- IV. Documents to prove that if the person proposed to be appointed as the licensee is a legal heir of the present licensee.
- V. If the proposed person to be appointed as the licensee is not a legal heir of the licensee, it should be liable to pay the fee for the transfer of rights prescribed in the present.

- VI. The following documents should be submitted when a request is made by a legal heir to be appointed him/her as the licensee or a co-licensee at a demise of any licensee or co-licensee:
- Certified copy of the death certificate of the concerned licensee or the co-licensee,
  - Documents proving that the applicant has legal inheritance over the property including the excise license and the licensed premises of the deceased licensee or the co-licensee,
  - If there is a last will of the licensee or co-licensee, a certified copy of any order given by the court regarding the right of the applicant to the division of property including the excise license and the licensed premises.
- VII. Report of the Assistant Excise Commissioner on the excise offenses found at the concerned licensed premises for the previous 03 years.
- (e) Reports and documents to be submitted in relation to the transfer of the location of an excise licensed premises:**
- Documents and records specified under paragraph I, II, VI and VIII to XXI of sub-section (a) of the section (7) of the above guidelines and conditions.
  - Report of the Assistant Excise Commissioner on the excise offenses found at the concerned licensed premises for the previous 03 years.



## Schedule VII

### **Criteria for the approval of restaurants and hotels related to the location and establishment of the licensed premises or proposed premises to sell liquor by retail for onsite consumption that does not require the approval of the Sri Lanka Tourism Development Authority.**

#### 1. Criteria for Location:

- (a) The location and the surrounding environment should be suitable for the establishment and operating of a Restaurant/ Hotel
- (b) The appearance and construction of the building shall be in good condition.

#### 2. Criteria for the extent of floor area:

- (a) The minimum floor area should be 500 square feet
- (b) There should be sufficient space to arrange tables and chairs to provide seating accommodation for at least 25 persons at a time.

#### 3. Criteria for Building:

- (a) The whole household including all ancillaries thereof (that is the building, furniture, furnishings, equipment, shelves, fixtures, etc.) should be of high standard and properly maintained.
- (b) Should have a sufficient number of electric fans and air conditioning facility.
- (c) Tables and chairs as well as furniture, amenities and equipment should be of appropriate high standard.
- (d) Proper ventilation should be provided with.
- (e) Facilities for listening to live or recorded music should be available.
- (f) Household and space thereof should be free from creatures, insects and rodents.

#### 4. The kitchen:

- (a) The kitchen should be separated from the serving area and tidily maintained
- (b) Cookery, cutlery and glassware should be of good quality and without damage.
- (c) Table linen should be of quality material and clean.
- (d) The kitchen and pantry should be well designed and equipped to ensure efficient and hygienic preparation of food and should be well maintained, clean and in hygienic condition.
- (e) The kitchen should be ready with suitable wood, gas ovens, and electrical stoves/cookers.
- (f) Kitchen floors and walls should be cleaned and of impervious material.
- (g) Kitchen utensils should be adequate of good quality and be cleaned.
- (h) Kitchen tables and shelves should be built of good quality material and should be of impervious finish.
- (i) There should be adequate cold storage facilities.
- (j) There should be separate facilities for purpose of washing of crockery, cutlery, tableware, cooking utensil, equipment, pots and pans etc.,
- (k) Separate facilities should be available for cleaning hands of staff.
- (l) Kitchen drains and outlets from sinks should be in good condition and unexposed within the building.

5. Foods:

- (a) Food served to guests should be of good quality, hygienic, and clean.
- (b) Food required for serving must always be available when Restaurant /Hotel is kept opened.
- (c) Drinking water should be boiled and filtered or otherwise suitably treated.

6. Criteria for Toilet Facilities:

- (a) There should be toilets with modern sanitary facilities, with separate toilets for females and males.
- (b) Toilets should be maintained in excellent condition and all fittings and equipment should be in good working order.
- (c) All toilets to be provided with water on tap, soap, towels, etc.
- (d) There should be separate toilets with modern sanitary facilities for the use of the staff.

7. Criteria for Liquor Store and Liquor Bar:

- (a) A safely lockable place with suitable and sufficient space shall be reserved for the liquor store
- (b) If a liquor bar is also proposed to be established in the said premises, the liquor bar should be located as close as possible to the liquor store.
- (c) The liquor bar should be constructed in such a way that it can be locked and securely closed as required.
- (d) There should be sufficient number of glassware, folks, knives and serviettes etc. in the liquor bar, and there should be sufficient water and cooling facilities to wash and keep them clean.

8. General:

- (a) The premises should have an atmosphere of elegant and attraction.
- (b) There should be at least five rooms to qualify for an Excise F.L.7 license in granting excise license for the sale of liquor.
- (c) A committee comprising of the Assistant Commissioner of Excise, the Superintendent of Excise, and the Officers-in-charge of the Excise Station will issue a Certificate of Compliance with the provisions of this Schedule utilizing the form shown in Schedule VIII.

### Schedule VIII

#### Certificate of Compliance issued by the Excise Officers

Certificate of compliance issued by the excise officers with regard to the criteria for the approval of restaurants and hotels related to the location and establishment of the licensed premises or proposed premises to sell liquor by retail for onsite consumption that does not require the approval of the Sri Lanka Tourism Development Authority.

##### 1. Report to be furnished by the Excise Officer-in-Charge:

Observations on the general fitness of the building and recommendations for any alterations to the building as per Excise requirements-

Signature:-

Name:-

Date:-

Official Stamp:-

##### 2. Report to be furnished by the Superintendent of Excise:

Signature:-

Name:-

Date:-

Official Stamp:-

##### 3. Report to be furnished by the Assistant Commissioner of Excise:

Signature:-

Name:-

Date:-

Official Stam:-

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