

**LICENSE FOR ACQUISITION, SALE, STORAGE OF SOLVENTS**

**Check List: Competent Authority, Documents Required, Timeline, Fee & Mode of Payment etc.**

Sr. no.	Work	Details
1	<b>Request for application</b>	<p>Application for the grant of New license or Renewal of license to carry on the trading activities in Solvents (Acquisition or Sale or Storage)</p> <p>No such license shall be required for consumption of 50 kilo litres per month or less and stock at a given time of 20 kilo litres or less of solvents listed in the Schedule combined.</p> <p align="center"><b>SCHEDULE</b></p> <p align="center"><b>[Please see sub-clause (gg) and (i) of Clause 2]</b></p> <ol style="list-style-type: none"> <li>(1) SBP spirits/ SBP solvents</li> <li>(2) C-9 Solvents/raffinates</li> <li>(3) C-6 raffinates</li> <li>(4) Pentane</li> <li>(5) Cixon</li> <li>(6) Solvent 90</li> <li>(7) Hexane (Food Grade and other types)</li> <li>(8) Heptane</li> <li>(9) Resol</li> <li>(10) NGL</li> <li>(11) MTO</li> <li>(12) Aromex</li> <li>(13) Iomex</li> <li>(14) .....</li> <li>(15) Mixed Fuel Oil (MFO)</li> </ol> <p><b>No physical/manual application is required</b></p>
2	<b>Competent Authority</b>	District Supply Officer of Concern District.
3	<b>Applicability Criteria</b>	Applicants who require license or need renewal of license for Acquisition, Sale, Storage of Solvents
4	<b>Stage</b>	<p>Pre-Operations in case of fresh license.</p> <p>One month before the date of expiry of the existing license in case of renewal.</p>
5	<b>Number of Days for approval and issuance</b>	
6	<b>Documents Required</b>	<p align="center"><b><u>Documents to be attached for New License</u></b></p> <ol style="list-style-type: none"> <li>1. Passport photo of Applicant.</li> <li>2. Address proof of applicant</li> <li>3. Identity proof of applicant</li> <li>4. Partnership deed in case of Partnership firm</li> <li>5. If any Limited Company or Firm applies for license, the following documents are also required in             <ol style="list-style-type: none"> <li>(a) Memorandum Article</li> </ol> </li> </ol>

Sr. no.	Work	Details
		<p>(b) Resolution of Board (c) List of Directors</p> <ol style="list-style-type: none"> <li>6. Proof of Sole Proprietor/partners/Directors</li> <li>7. Industrial License</li> <li>8. Packer registration no. in case of producer/miller/refinery/packer/re-packer</li> <li>9. GSTN Registration</li> <li>10. Explosive License with approved map/ NOC issued by the District Collector.</li> <li>11. Details of storage - the map of the storage site certified by the Explosives Controller's Department license.</li> <li>12. Lej deed/sale deed/Rent Deed of place of business which ever is applicable</li> <li>13. Comercial conversion letter of place of business.</li> <li>14. Photo of storage place.</li> <li>15. Any other license already been given at the business place.</li> <li>16. Laboratory certificate regarding solvent name and specifications</li> <li>17. Solvents Supplier details.</li> </ol>
7	<b>Form Submission/Application website address</b>	<a href="https://www.....">https://www.....</a>
8	<b>Procedure for getting license</b>	<ol style="list-style-type: none"> <li>1. User login on SSO</li> <li>2. <b>Select Food Department application</b></li> <li>3. Fill the relevant form</li> <li>4. Attach mandatory documents</li> <li>5. Make requisite payments via online procedure if any.</li> <li>6. Submit the application</li> </ol>
9	<b>Fee &amp; Mode of payment</b>	<p>Rs 500/- for the grant of New license Rs 250/- for Renewal of license.</p> <p>The licenses are granted for a period of one year with fee of Rs 500/- and thereafter shall be renewed for two years by with a renewal fee of Rs 250/-</p> <p><b>The payment of fees has to be made online.</b></p>
10	<b>Final License Delivery</b>	<p><b>If application is approved, an applicant can download the final certificate from the portal.</b></p> <p><b>District authorities accept downloaded, certificate as valid and do not require physically signed/stamped certificate to be obtained.</b></p>