

LICENSE FOR ACQUISITION, SALE, STORAGE OF NAPHTHA

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

Sr. no.	Work	Details
1	Request for application	Application for the grant of New license or Renewal of licence to carry on the trading activities in Naptha (Acquisition or Sale or Storage) No physical/manual application to be required
2	Competent Authority	District Supply Officer of Concern District.
3	Applicability Criteria	Applicants who require license or need renewal of license for Acquisition, Sale, Storage of Naptha
4	Stage	Pre-Operations in case of fresh license. One month before the date of expiry of the existing license in case of renewal.
5	Number of Days for approval and issuance	
6	Documents Required	<p align="center"><u>Documents to be attached for New License</u></p> <ol style="list-style-type: none"> 1. Passport photo of Applicant. 2. Address proof of applicant 3. Identity proof of applicant 4. Partnership deed in case of Partnership firm 5. If any Limited Company or Firm applies for license, the following documents are also required in <ol style="list-style-type: none"> (a) Memorandum Article (b) Resolution of Board (c) List of Directors 6. Proof of Sole Proprietor/partners/Directors 7. Industrial License 8. Packer registration no. in case of producer/miller/refinery/packer/re-packer 9. GSTN Registration 10. Explosive License with approved map 11. Details of storage - the map of the storage site certified by the Explosives Controller's Department license. 12. Lej deed/sale deed/Rent Deed of place of business which ever is applicable 13. Comercial conversion letter of place of business. 14. Photo of storage place. 15. Any other license already been given at the business place. 16. Naptha Supplier details.
7	Form Submission/Applica tion website address	https://www.....

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8	Procedure for getting license	<ol style="list-style-type: none"> 1. User login on SSO 2. Select Food Department application 3. Fill the relevant form 4. Attach mandatory documents 5. Make requisite payments via online procedure 6. Submit the application
9	Fee & Mode of payment	<p>Rs 500/- for the grant of New license Rs 250/- for Renewal of license. 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/- The payment of fees has to be made online.</p>
10	Final License Delivery	<p>If application is approved, an applicant can download the final certificate from the portal. District authorities accept downloaded, certificate as valid and do not require physically signed/stamped certificate to be obtained.</p>