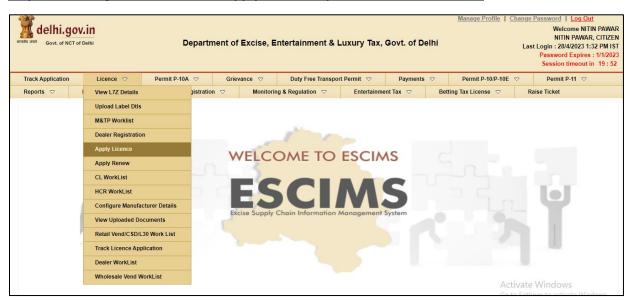
## Easy Steps for the M&TP (P-2) License application

#### P-2(Permit for possession of denatured spirit exceeding 5 liters up to 10 liters)

#### Step 1:- New User will enter his citizen user Login Credentials



#### Step 2:- After login user will select "Apply License" option in the License Menu



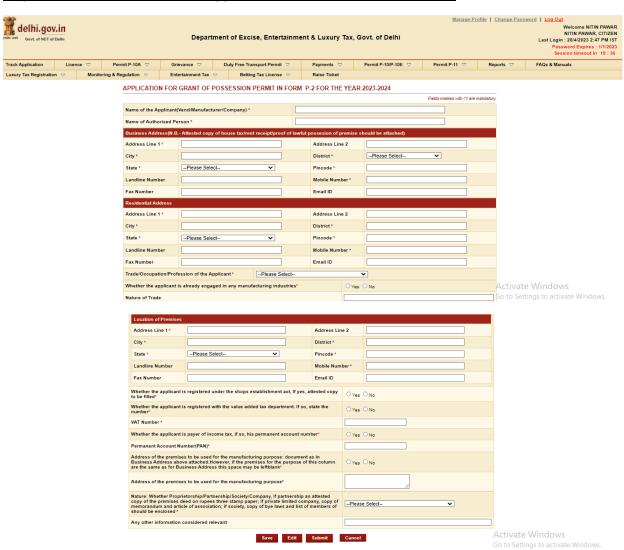
#### Step 3:- Fill the details as per step 4 below and submit, then Apply License Details form will open



#### Step 4:- Select Category= 'M&TP', License Type = 'P2', Excise Year= 2023-2024



#### Step 5:- After Submission, Fill the application form for the Grant of License



### <u>Step 6:- Press Save Button after filling all Mandatory Details, the ARN number will generated.</u>

delhi.gov.in  Department of Excise, Entertainment & Luxury Tax, Govt. of Delhi  Govt. of NCT of Delhi									Welcome NITIN PAWAR NITIN PAWAR, CITIZEN Last Login : 28/4/2023 2:47 PM IST Password Expires : 1/1/2023 Session timeout in 19:44	
Track Application Licence   □ Permit P	P-10A ▽ Griev	ance 🗸 Duty Free	Fransport Permit ▽	Payments	Pe	ermit P-10/P-10E  Permit P-11	▽ Re	ports 🗸	FAQs & Manuals	
Luxury Tax Registration   ✓ Monitoring & Regula	ation $\bigtriangledown$ Enter	tainment Tax 🔝 Bet	ting Tax License 🔝	Raise Ticket						
Application saved successfully against the ARN: ARN0000079171 Please add the material details using 'Add Raw Material Details' Link.  APPLICATION FOR GRANT OF POSSESSION PERMIT IN FORM P-2 FOR THE YEAR 2023-2024										
Fields marked with (*) are mandatory										
				EHTA COMPANY						
	ame of Authorised Pers	erson * ANIL MEHTA  - Attested copy of house tax/rent receipt/proof of lawful possesion of								
		DELHI	ent receipt/proof of lawn	Address Line 2						
		DELHI		District *	-	CENTRAL DELHI				
		DELHI		Pincode *	_	110001	_			
Landline Number		DELHI		Pincode *  Mobile Number *						
					oer•	1111111111				
	ax Number			Email ID	L					
_	esidential Address	DELHI		Address Line		DELHI	_			
City " State "				District *						
		DELHI			-	DELHI				
		DELHI		Pincode *	-					
	andline Number			Mobile Numl	per *	2222222233				
	ax Number			Email ID	L					
Tr	ade/Occupation/Profes	sion of the Applicant*	Manufacturer					Activate	Windows	
Whether the applicant is already engaged in any manufacturing industries*					⊚ Yes ○	No		Go to Settin	gs to activate Windows.	
Na	Nature of Trade				JO INDUS	TRULIC TYPE				
L	ocation of Premises									
A	Address Line 1 *	DELHI		Address Lin	e 2					
C	City *	DELHI		District *	[	DELHI				
State *		DELHI		Pincode *	[	110001				
L	andline Number			Mobile Numl	ber* 2	222222255				
F	ax Number			Email ID						
W	hether the applicant is	registered under the shops	establishment act, If yes	s, attested copy	® Yes O					
W	be filled* hether the applicant is umber*	registered with the value ad	ded tax department. If so	o, state the	Yes 0					
Number*  Whether the applicant is payer of income tax, if so, his permanent account number*				umber*	⊚ Yes ○	No				
	Permanent Account Number(PAN)*				KLP10AP1					
Address of the premises to be used for the manufacturing purpose: document as in Business Address above attached. However, if the premises for the purpose of this column are the same as for Business Address this space may be leftblank?					⊚ Yes ○	No				
Nature: Whether Proprietorship/Parfnership/Society/Company, if partnership an attested copy of the premises ded on uppear three stamp paper; if private limiter ship anamap, copy of memorandum and article of association; if society, copy of bye laws and list of members of should be enclosed:					Society					
Ar	ny other information co	on considered relevant			NO					
Note	e: Please add the Raw Ma	terial Details using the above link	s before submitting the Applie	cation Submit	Cancel	Add Raw	Material Details	Activate	Windows	

Step 7:- Now click on link present below "Fill Raw Materials Details" after filling the form Save the Raw Material Detail & Close the form

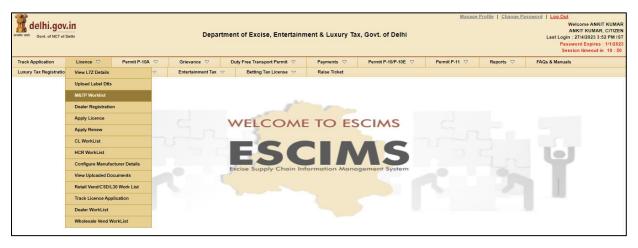


Step 8:- Now Submit Application Form for the Grant of License by pressing Submit Button



Step 9:- Your Application is submitted successfully to Department for approval

# <u>Step 10:- After approval from all Department Level email intimation will be received on registered email then respective ARN will be visible under M&TP Worklist for Payment</u>



Step 11:- Click on the ARN for making payment



Step 12:- Click on 'Make Payment', Payment gateway will get opened for processing



Step 13:- Download Payment Receipt after Successful payment



Step 14:- After payment confirmation license will be granted by the Department and new License credentials For 'P-2 License' will be e-mailed to user's registered e-mail ID

**Step 15:-Now Login with your New generated License Credentials** 



## <u>Step 16:- Download the License letter for "P2 M&TP" License from 'Print Letters' option under License</u> Menu

