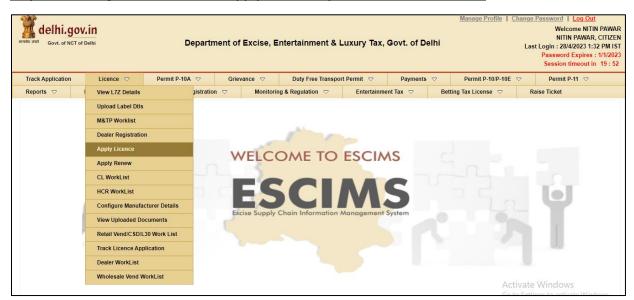
Easy Steps for the M&TP (P4) License application

P-4 (permit for possession of special denatured spirit in bulk quantity)

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



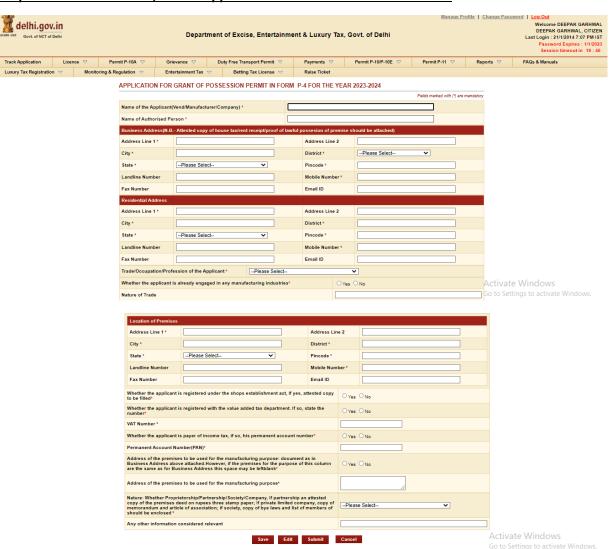
Step 3:- Fill the details as per step 4 below and submit, then Apply License Details form will open



Step 4:- Select Category= 'M&TP', License Type = 'P4', Excise Year= 2023-2024



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



Step 6:- Press Save Button after filling all Mandatory Details, the ARN number will generated

delhi.gov.in				Welcome DEEPAK GARH DEPAK GARHWAL, CITI Department of Excise, Entertainment & Luxury Tax, Govt. of Delhi East Login: 211/2014 7:07 PM Password Expires: 191/2 Session timeout in 92										
k Application	Licence	∇	Permit P-10A ▽	Grievance ▽	Duty Free Transport Perm	nit ▽ P	ayments ∇		Permit P-10/P-10E ▽	Permit P-11 ▽	Reports	▽	FAQs & Manuals	i
y Tax Registration 🗢		Monitoring	g & Regulation ▽	Entertainment Tax	☑ Betting Tax Licens	se ▽ R	Raise Ticket							
			ADDI ICATION	Plea	pplication saved succ use add the material of POSSESSION PERMIT I	details using	'Add Ra	w Mate	erial Details' Link.					
			AFFEICATION	FOR GRANT OF	FO33E33ION FERMITT	NTOKWI F-4	TOK IIIL	TLANZ	202J-2024	Fields marked with (*) are a	mandatory.			
			Name of the App	licant(Vend/Manufact	urer/Company) *	MEHTA	COMPANY							
		Name of Authoris	me of Authorised Person *				ANIL MEHTA							
			Business Addres	Business Address(N.B Attested copy of house tax/rent receipt/proof of				lawful possesion of premise should be attached)						
			Address Line 1*	DELHI		_	Address Line							
			City *	DELHI			District *		EAST DELHI					
			State *	ANDHRA PR	ADESH	F	Pincode *		110001					
			Landline Number				Mobile Numb	er*	1111111111					
			Fax Number				Email ID							
			Residential Addr	ess										
			Address Line 1 *	DELHI		Α	Address Line	2						
			City *	DELHI			District *		DELHI					
			State *	JAMMU AND	KASHMIR	F	Pincode *		110002					
			Landline Number			N.	Mobile Numb	er*	222222233					
			Fax Number				Email ID							
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			Nature of Trade					JO INDUSTRULIC TYPE						
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				Whether the applicant is already engaged in any manufacturing industries* Nature of Trade					● Yes No JO INDUSTRULIC TYPE					
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							laaress Line		DELLI					
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			State *		L PRADESH		incode *		110001					
			Landline Number	er		_	Mobile Numb	er*	222222255					
			Fax Number				Email ID							
			to be filled'		nder the shops establishment			⊚ Yes ○	No					
			Whether the appl number*	licant is registered w	ith the value added tax depar	tment. If so, stat	te the	⊚ Yes ○	No					
			VAT Number *					DFGDF						
			Whether the appl	Whether the applicant is payer of income tax, if so, his permanent account number*				⊚ Yes ○						
	Permanent Account Number(PA							KLP10AF	P123					
			Address of the p Business Addres are the same as t	remises to be used for s above attached.Ho for Business Address	or the manufacturing purpose wever, if the premises for the this space may be leftblank	e: document as i purpose of this	in column	• Yes	No No					
	Nature: Whether Proprietorship/P- copy of the premises deed on rup memorandum and article of associ should be enclosed *				hip/Partnership/Society/Company, If partnership an attested n rupees three stamp paper; If private limited company, copy of association; If society, copy of bye laws and list of members of			Sole Proprietor						
			Any other inform	ation considered rele	evant			NO						
			Note: Please add the	Raw Material Details us	ing the above link before submitti	ing the Application	ıbmit	Cancel		Add Raw Materia		ivate \	Vindows	

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

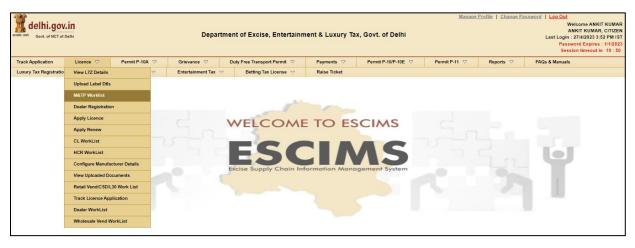


Step 8:- Now Submit Application Form for the Grant of License by pressing Submit Button



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

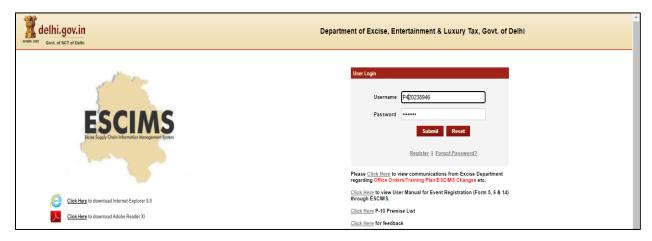


Step 13:- Download Payment Receipt after Successful payment



<u>Step 14:- After payment confirmation license will be granted by the Department and new License credentials For 'P-4 License' will be e-mailed to user's registered e-mail ID</u>

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



<u>Step 16:- Download the License letter for "P4 M&TP" License from 'Print Letters' option under License Menu.</u>

