



NATIONAL CAPITAL DISTRICT COMMISSION

Compliance Directorate
Licensing Division – Liquor

CHECKLIST

APPLICATION FOR LIQUOR LICENSE– DEALER

☐ New Application ☐ Change of Management (C.O.M)

NOTE: APPLICATION WILL NOT BE ACCEPTED IF CHECKLIST IS INCOMPLETE.

| N0. | Document Name | Responsible | Enclosed/ Indicate | Notes | Office Use Only |
|-----|---|----------------------|-----------------------|---|--------------------|
| 01 | Application Form 12 | NCDC | | Completed, signed and dated | |
| 02 | Physical planning Approvals | NCDC | | Applicable if Land Use Changes | |
| 03 | Building Authority Approvals | NCDC | | Applicable if structural changes occurs | |
| 04 | Land title or Lease Agreement | Landlord | | Valid | |
| 05 | Certificate of Incorporation | IPA | | Local and Foreign Enterprises | |
| 06 | Certificate Permitting Foreigners to Operate Business in PNG | IPA | | Applicable if Foreign Enterprise | |
| 07 | Company Extract | IPA | | Local and Foreign Enterprise | |
| 08 | Business Name Registration Certificate | IPA | | Valid | |
| 09 | Excise Beer License/Permit | IRC/ Customs | | Applicable if Brewer | |
| 10 | Distillers License/Permit | IRC/ Customs | | Applicable if Distiller | |
| 11 | Factory License | Labour Department | | Applicable as Manufacturer | |
| 12 | Food Safety Management System | Applicant | | Hazardous Analysis Critical Control Point (HACCP) | |
| 13 | Copy of License for Previous Operator | Applicant | | Applicable if Change of Management | |
| 14 | Name of Approved Manager | Applicant | | To be confirmed by way of letter | |
| 15 | Statutory Declaration (on | Justice of Peace | | all information, Materials are true and correct in nature) | |
| 16 | Land Tax & Garbage Bills. | NCDC – | | Evidence | |

Processed by:Date: / / 20.....

Customer Services Officer

Checked by:Date: / / 20.....

