



NATIONAL CAPITAL DISTRICT COMMISSION
Compliance Directorate
Licensing Division – Liquor

CHECKLIST

APPLICATION FOR LIQUOR LICENSE – CLUB

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

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

No.	Document Name	Responsible	Enclosed/ Indicate	Notes	Office Use Only
01	Application Form 6	NCDC		Completed, signed and dated	
02	Physical planning Approvals	NCDC		Applicable if Land Use Changes	
03	Building Authority Approvals	NCDC		Applicable if structural changes occur	
04	Land title or Lease Agreement	LandLord		Valid	
05	Certificate of Incorporation	IPA		Local and Foreign Enterprise	
06	Foreign Enterprise Certificate	IPA		Applicable if Foreign Enterprise	
07	Business Name Registration Certificate	IPA		Valid	
08	Food Safety Management System	Applicant		Applicable if food is involved	
09	Number of Bars	Applicant		Name(s) of Bars to be identified by way of letter	
10	Name of Approved Manager of the premise	Applicant		Valid	
11	Club Constitution/Rules	Applicant		Valid	
12	List of Subscribing Members	Applicant		In excess of 50 members.	
13	Copy of the Annual General Meeting Minutes (AGM)	Applicant		Valid	
14	Copy of license of Previous Operator	Applicant		Applicable if Change of Management (COM)	
15	Statutory Declaration	Justice of Peace		All information, Materials are true and correct in nature	
16	Land Tax & Garbage Bills	NCDC		Evidence of payment	

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

Customer Services Officer

Checked by: Date: / / 20.....
Co-ordinator Admin Services