



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.

| N0. | 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