



# NATIONAL CAPITAL DISTRICT COMMISSION

Compliance Directorate  
Licensing Division – Liquor

## CHECKLIST

### APPLICATION FOR LIQUOR LICENSE – STOREKEEPERS

☐ 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	Completed application Form No. 3	NCDC		<b>Completed, dated &amp; signed</b>	
02	Physical planning Approvals	NCDC		Applicable if Land Use Changes occur	
03	Building Authority Approvals	NCDC		Applicable if structural changes occur	
04	Land title or Lease Agreement	IPA		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	Business Name Registration Certificate	IPA		Valid	
08	Company Extract	IPA		Local and Foreign Enterprise	
08	Name of Approved Manager of the Premise	Applicant		To be identified by way of writing to NCDC	
09	Statutory Declaration	Justice of Peace		Declaring all information, Materials are true and correct in nature	
10	Copy of License for previous year	Applicant		Applicable if Change of Management	
11	Land & Garbage Taxes	NCDC		Evidence	

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

Customer Services Officer

**Certified by:** .....Date: ...../...../20.....

Co-ordinator Admin Services