

**GOVERNMENT OF MANIPUR
OFFICE OF THE EXCISE COMMISSIONER
LAMPHELPAT**

NOTIFICATION

Imphal, the 22nd November, 2025

No. EX/346/2025/ILH: Excise Department, Manipur invites application from interested registered hotel establishments **with not less than 20 lodging rooms** operating in the State of Manipur for sale of foreign liquor "on" their premises.

2. Interested hotel establishments may download the prescribed form and other relevant documents from www.manipur.gov.in.
3. Duly filled in application form along with the required documents and fee(s) shall be submitted to the Office of Commissioner of Excise, Government of Manipur, Lamphelpat, Imphal-West, Manipur – 795004 and excisemanipur@gmail.com.



(Hungyo Worshang)

Commissioner (Excise), Manipur

Copy to:

1. Staff Officer to Chief Secretary, Government of Manipur.
2. Commissioner-cum-Secretary (Finance), Government of Manipur.
3. The Director (IT), Government of Manipur – with a request to upload the Notification and application form in the official website www.manipur.gov.in.
4. The Director (IPR), Government of Manipur – with a request to publish the notification in 3 (three) local newspapers for 1(day) each.
5. Notice Board.
6. Relevant File.

INSTRUCTIONS FOR SUBMISSION OF APPLICATION FOR LICENCE BY HOTEL ESTABLISHMENTS FOR SALE OF FOREIGN LIQUOR "ON" PREMISES:

1. Any hotel establishments with not less than 20 lodging-rooms operating in the State of Manipur and intending to sell foreign liquor "on" their premises shall submit **application** for licence in **Form No. 13-A** along with duly required documents. All documents must be sealed and signed by the authorised person.
2. The application form along with required documents shall be submitted both in physical to the Excise Office as per the address given below and through e-mail account namely excisemanipur@gmail.com

Address: Office of the Commissioner of Excise, Manipur.

Lamphelpat, Near DC Imphal West, Manipur -795004.

3. The following are the application-fees are as follows:

Sl. No.	TYPE OF LICENCE	APPLICATION FEE
(a).	Application Fee for new foreign liquor "Retail OFF" and "Retail ON" licence and for every shifting application for the Existing Licence	Rs. 1,00,000 /-
(b).	Application Fee for new foreign liquor "Late Closing" licence granted to Licensed hotels and restaurants	Rs. 50,000 /-

4. The details of the licence-fees (as per the type of licence to be applied for) are shown below:

Sl. No.	TYPE OF LICENCE	RATE OF LICENCE FEE	Applicable licence No.
(i).	IMFL 'ON' 5-Star and above hotels	Rs. 4,00,000.00 per annum	14 C
(ii).	IMFL 'ON' 2-Star and above but below 5-Star hotels	Rs. 2,00,000.00 per annum	14 C
(iii).	IMFL 'ON' in hotels (non-star hotels)	Rs. 2,50,000.00 per annum	14 C
(iv).	IMFL 'ON' Restaurant (inside eligible 20-bedded or more hotels only)	Rs. 2,50,000.00 per annum (For Urban areas)	14 A
		Rs. 1,00,000.00 per annum (For Rural areas)	14 A
(v).	Late closing licence granted to licensed hotels and restaurants including bars attached thereto (for consumption "ON" the premises)	Rs.5,00,000.00 per annum (5-Star and above hotels)	14 A
		Rs.3,00,000.00 per annum (2-Star and above, but below 5-star hotels)	-do-
		Rs.1,50,000.00 per annum (non-star hotels)	-do-

5. The above licence-fees are valid for sale of foreign liquor 'ON" premises inside licensed hotels and restaurants attached to such hotels for sale of liquor from 11.00 AM to 9.00 PM. Such premises may be kept open upto 10.00 PM under a separate late closing licence fee as given at Sl. No. 4 (v). above. Those establishments wishing to apply for late closing licence fee are to submit separate application fee for the same as given at Sl.No. 3 (b) above.
6. The licence fee levied is valid till 31st March of the financial year i.e. upto 31st March 2026.
7. Renewal of licence must be done before expiry by following the similar process, for those who wish to continue to sell foreign liquor "on" their premises.
8. The fees for Licence shall be submitted through Demand Draft from any nationalized bank only in favour of Excise Commissioner, Manipur payable at Imphal, and are to be valid for minimum 3 months.
9. For those whose applications are not approved, the Licence Fee shall be refunded within 1(one) month of the receipt of the application form.

NOTE:

1. For any query or clarification, the same may be sent to e-mail account namely excisemanipur@gmail.com.

FORM NO. 13A

[See Rules 272, 273, 274 & 276]

Application for the Grant of Licence for the Wholesale Vendors/Retail Sale "Off/On" the Premises/Hotel sale "On" the premises of Foreign Liquor.

1.	Type of Licence applied:	
2.	Name of location of the premises for which is the licence is applied:	
3.	Name of Applicant with the name of Father/ husband at present:	
4.	Permanent address of the applicant:	
5.	Present age of applicant with proof in support of age:	
6.	Gender of the applicant:	
7.	Educational qualification of applicant (certificate to be appended):	
8.	Whether the applicant is/are citizens of India as defined in articles 5 & 8 of the constitution of India.	
9.	Whether the applicant's is/ are Sales Tax and Professional Tax payees and if so, whether the certificates of clearance of Sales Tax and Professional Tax assessment as prescribed by the Finance Dept. has been attached with the application:	
10.	Whether the applicant's if he/ they held any excise licence at any previous time was/ were warned:	
11.	Whether there are any educational or religious institutions near the proposed site:	

I/ we hereby declare that the particulars furnished above, are correct and true to me/ our belief / knowledge/ we further accede that if any particulars furnished in the application is subsequently found to be false inaccurate or incomplete the licence if any, granted to me/ as on the basis of application will be liable to instant withdrawal without prejudice to other action may be taken against me/ as under the law.

Signature of the applicant

Documents to be enclosed:

1. Previous Licence copy, if any.
2. Age proof certificate.
3. Permanent Address Proof.
4. Payment details of application fee.
5. Floor wise room photos in case of hotel.
6. Copy of GST registration certificate in case of hotel.
7. Copy of Trade/shop Licence.