Manual For Renewal Application:

Step 1. After your login, go to “Renewal” menu and Select “Renewal Application”:

Step 2. Fill the Application form care fully as this is a One time Form submission. Once you complete Press the Submit button:

Step 3. If you wants to submit the data press OK button else if you want to change the data press cancel button. Data once submitted cannot be changed.
Step 4. After submitting the application, goto “Renewal” menu and Select “Challan Generation”:

Step 5. Verify your renewal fee details.

Step 6. If you want to make a manual payment press Print Challan button.
Click OK

Step 7. Print TWO copies of the Challan and submit at the Bank for payment:

**STATE**

**ORIGNAL / DUPLICATE**

Challan No.: 4465  D.t.: 31/01/2014  G.A.R.7[See Rule 26(1)]

Challan of Money paid into State Bank of India(Main), Puducherry.

<table>
<thead>
<tr>
<th>To be filled in by the Remitter</th>
<th>To be filled in by the Dept.OFFicer or at his instance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name (and/or Design) and address of the Party (i.e. taxpayer), etc) credited money</td>
<td>Dept. / Office from whose book the demand emanated</td>
</tr>
<tr>
<td>CLIVE WINES 142, Anna Salai, Puducherry</td>
<td>Office of the Dy. commissioners (Excise), Puducherry.</td>
</tr>
<tr>
<td>Total</td>
<td>920000</td>
</tr>
</tbody>
</table>

*(In Words) Rupees

Step 8. After your payment at the Bank, submit the paid challan at the office of DC(Excise) for clearance. When your challan is cleared by this office, you will get the following screen under “Print Renewal Application” menu.
Step 9. Click Print for printing the Renewal Application and submit the printed application along with the mandatory documents to the Office of DC(Excise) for consideration.
e-Payment

At Step 6, if you want to make e-Payment select the bank and press the e-Payment button.

Step 7. Enter your login ID and your login password for e-Payment.

Step 8. Verify your payment details and select your debit account and enter pin for payment.
Step 9. Once press the Transfer Funds button this below screen will appear to show your fund transfer has been processed successfully.

Step 10. Once your Payment got success this below screen will appear.

Step 11. Press the Print Receipt Button to get the e-Payment Receipt.
Once you press the Print Receipt button this below receipt will appear.

Region : Puducherry
Dealer Group : FL
License No : 3
Application No : 1272
Application Type : Renewal
Challan/Web Ref. No : 4485
Challan Date : 31/01/2014
Challan Details : 0 cases (or)
0 holograms to

IFSC Code : IOBA0001548
Bank Ref. No : 2014013150009
Bank Name : Indian Overseas Bank
Transaction Status : Success

Step 12. Select e-Verification.

If you want to verify your challan got success or failure or pending, Enter your challan number and press the submit button. If your payment already got success this message box will appear.
If you are not able to get e-Receipt after your e-Payment you can verify here enter your challan number and press the submit button.

Once your e-Payment got success this below screen will appear. You can get your e-Payment Receipt here.

Step 13. Select Print Renewal Application:
Step 14. After your payment at the Bank, submit the paid challan at the office of DC(Excise) for clearance. When your challan is cleared by this office, you will get the following screen under “Print Renewal Application” menu.

<table>
<thead>
<tr>
<th>Application No.</th>
<th>Date of Application</th>
<th>License No.</th>
<th>License Name</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>4465</td>
<td>31-01-2014</td>
<td>1272</td>
<td>CLIVE WINES</td>
<td>Print</td>
</tr>
</tbody>
</table>

Click Print for printing the Renewal Application and submit the printed application along with the mandatory documents to the Office of DC(Excise) for consideration.