

## FAQ's For

### Online Application for Registration for Participation in the Selection Process of Shop

**1. Unable to Open on the Website?**

Application should be opened in any browser with typing the URL :

<http://www.applications.excisehpfs.ap.gov.in>

For best view it is recommended to Use Below version of Browser.

Browser	Version
Mozilla	35 or Above
Chrome	50 or Above
Internet Explorer	IE 9

**2. I don't have the recommended browser version.**



To Download Mozilla URL: <https://mozilla-firefox.en.softonic.com/download>



To Download Chrome URL:

<https://www.google.com/chrome/browser/features.html?brand=CHBD&gclid=Cj0KEQjw-73GBRCC7KODI9zToJMBEiQAj1Jgf4bq9GQHLOcC7X4IG-X0qNL2WFr4jjyjAa1FsocAeKgaAqPF8P8HAQ>



To Download Internet Explorer URL: <https://support.microsoft.com/en-in/help/17621/internet-explorer-downloads>

**3. I don't remember my password. How to reset my Password.**

Go to Forgot Password link on the Login Page. Fill the details of your Mobile Number, PAN Number and Aadhaar Number. You will be asked to enter the New Password.

**4. Who can apply for the selection process?**

Anyone can apply for the Retailer selection process except below:

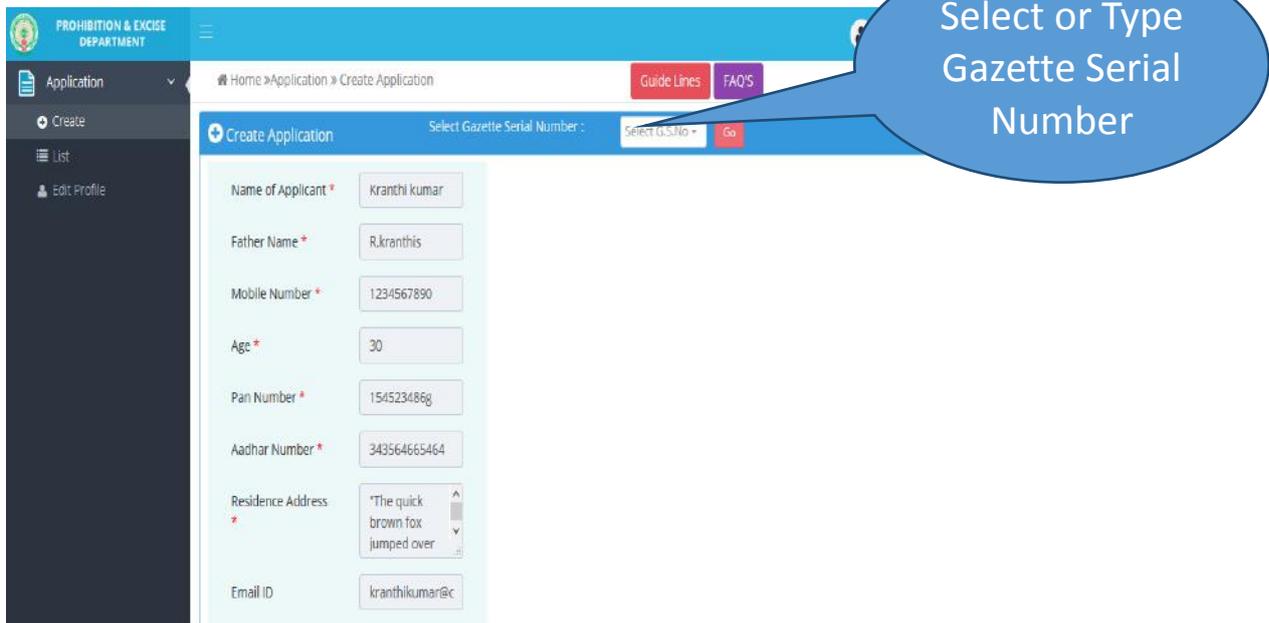
## Persons not eligible to participate in selection process:

The following persons shall not be eligible to participate in the action.

1. A person who is below the age of 21 years
2. A person who has been convicted of any offences specified in clause (d) of sub - section (1) of Section 31 of the Act in respect of which he has been penalized or convicted within the preceding three years.
3. A person who has been convicted or whose license has been cancelled for breach of any of the conditions of license granted under Section 31 of the Act within the preceding three years.
4. A person who has been held guilty either in a departmental proceeding or in a Court, of an offence under Section 37 of the Act for adulteration of toddy by mixing any article injurious to public health or otherwise within the preceding three years;
5. A person who is suffering from any contagious disease;
6. A person who is a defaulter of excise revenue; or
7. A person who is adjudged as an insolvent by a competent Court.

## 5. How to apply?

After login to application with your Mobile Number as User Name and Password you will be redirected to Create Application Page.



The screenshot displays the 'Create Application' page of the Prohibition & Excise Department. The page features a sidebar with navigation options: Application, Create, List, and Edit Profile. The main content area contains a form with the following fields:

- Name of Applicant: Kranthi kumar
- Father Name: R.kranthis
- Mobile Number: 1234567890
- Age: 30
- Pan Number: 154523486g
- Aadhar Number: 343564665464
- Residence Address: \*The quick brown fox jumped over
- Email ID: kranthikumar@c

A callout bubble highlights the 'Select Gazette Serial Number' dropdown menu, with the text 'Select or Type Gazette Serial Number'.

**After Entering the Gazette Serial Number, Click on Go Button and fill the details.**

The screenshot shows the 'Create Application' form with the following data entered:

Name of Applicant *	xxxxxxx	Gazette Srio *	AT/101	License Start Date *	Select Option
Father Name *	xxxxxxx	Unit *	Municipality	License End Date *	
Mobile Number *	888888888	Unit Name *	Gooty Municipality	EMD DD Number *	DD Number1/DD Number2/ ...
Age *	29	EMD DD Amount *		EMD DD Bank Name *	Bank Name1/Bank Name2/ ...
Pan Number *	6556469486	EMD DD Bank Name *		Application Fee *	5000
Aadhar Number *	54656846415	Application Fee Challan/DD Number *	STO Code/Challan NO/DD NO	Registration Charges *	75000
Residence Address *	this is address				
Email ID	xxxxxx@ctel.in				

This screenshot is identical to the first one, but the red box highlights the 'License Start Date' field, which is currently set to 'Select Option'.

**Application Fee challan Number and registration charge challan number should be entered along with STO code.**

**For Example :**

- If STO Code is SBI and Challan number is 1111, the challan number to be entered in the field shall be SBI/1111
- If STO Code is 101 and Challan number is 1111, the challan number to be entered in the field shall be 101/1111
- If STO Code is 101 and two Challan numbers are there 1111 and 1234, then the challan number to be entered in the field shall be 101/1111/1234.

An Option has been provided to enter multiple challans against the registration charges

The screenshot shows the 'Online Create Application' interface. The main form area contains several sections: a header with 'Email ID' (value: xxxxxx@cteLin), 'Application Fee' (value: 75000), and 'Registration Charges' (value: 75000). Below this is a section for 'Address of Premises to be Licensed' and 'Details of other Excise Licenses'. A red-bordered box highlights a section for entering multiple challans, with three rows for 'Registration Charges Challan/DD No.1', '2', and '3'. Each row has input fields for 'SFO Code/Challan No/DD No', 'DD/Challan Amount', and 'DD/Challan Amount'. A 'Submit' button is located below this section. A disclaimer is visible at the bottom of the form.

6. Can I combine the Application Fee and Registration charge?

**NO, you cannot combine the Application Fee and Registration Charge in Single Challan.**

7. How to Fill the Application?

**Click on the Guidelines which will download the Manuals on how to use the application.**

8. What are the Mandatory Field?

**All the Mandatory Fields are marked with\* (Red Star).**

9. Can I fill more than one Application?

**Yes with Single Mobile Number registration Single Aadhar Number and Single PAN Number you can create multiple Applications for different Gazette Serial Number.**

10. What are the documents need to be submitted, at the time of submission of application to ES?

**Details are provided in the Gazette Notification. Print Copies of Duly Furnished Application Form (Form A-3 (B))/ Registration Certificate (Form- R 1 (Rule 12)) and Entry Pass (Form - E1) along with Self attested Xerox copies of Pan Number, Aadhaar Number, EMD DD, Copies of Challan's, IT/VAT returns of last 2 years and Photographs.**

11. Where should I submit my Application?

**After Application is created, need to take print of the application and submit to the respective Excise Superintendent Office.**

12. In case of any complaints regarding retailer application whom can I approach?

**Help Line Number is provided on the Website**

**13. Can I apply for more than one shop?**

**Yes, Create as many application as you want.**

**But you cannot create multiple application for a single Shop / Gazette Serial Number**

**14. Can I use Same Application fee Challan /Registration charge Challan for different Shops?**

**NO. You cannot, you have to remit Registration charge, Application fee separately for each shop.**

**15. Can I use Same EMD DD Number for all applications?**

**Yes. Same EMD DD can be submitted for all applications, Original for one shop and photo stat copies for other shops.**

**Application Fee challan Number and registration charge challan number should be entered along with STO code.**

**For Example :**

- a) If STO Code is SBI and Challan number is 1111, the challan number to be entered in the field shall be SBI/1111**
- b) If STO Code is 101 and Challan number is 1111, the challan number to be entered in the field shall be 101/1111**
- c) If STO Code is 101 and two Challan numbers are there 1111 and 1234, then the challan number to be entered in the field shall be 101/1111/1234.**

**16. How would the applicant will be selected?**

**By drawl of lots.**

**17. Is Application Fee and Registration Charge refundable in case of rejection of Application?**

**No, Application Fee and Registration charges are non-Refundable**

**18. How can I learn more about the retailer selection process?**

**You can download the user manual from the Website or visit the Nearest Excise Superintendent office for more details.**

**Alternatively contact the Help Line Number mentioned on the Website**