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Department:  
Trade, Industry and Competition  
REPUBLIC OF SOUTH AFRICA

## **CHECKLIST FOR TRANSFER, RELOCATION AND ALTERATION IN TERMS OF THE LIQUOR ACT 59 OF 2003, SECTION 20 and 2004 AND 2013 REGULATIONS**

### **TRANSFER OF REGISTRATION**

A macro manufacturer or a distributor of liquor registered by the National Liquor Authority may transfer the registration to another person if they so wish. The transfer, however, needs to be done in a manner that is in line with the regulations.

#### **How to transfer a macro manufacturing and/or distribution registration?**

- (a) The registrant (the transferor) should fill form NLA 10 and form NLA 1 and pay the prescribed fee for the approval of the transfer.
  
- (b) A transfer of registration may be done with any person purposes except for people who are disqualified in terms of the Act. People who are disqualified are minors, unrehabilitated insolvents, persons committed in terms of the Mental Health Act 1973, persons who have been convicted of contravening the Liquor Act, 2003 within three years preceding the date of application and persons who have been convicted under applicable legislation, of an offence the elements of which are inconsistent with the objects and purposes of the Act.

<b>CHECKLIST: TRANSFER DOCUMENTS</b>	<b>YES</b>	<b>NO</b>
Prescribed Form <b>NLA 1 and NLA 10</b> completed and signed		
Proof of payment (indicate amount)		
Annual Turnover and Audited financial statement		
Certified copy of Identity document; or Certified copy of Passport if registrant is a foreigner; or Certified trading business permit for foreigners		

(not older than 3 months)		
Certified copy of SAPS Clearance Certificate for natural person. (not older than 3 months)		
Proof financial or non-financial support to an organization combating alcohol abuse.		
Valid tax clearance certificate (not older than 1 year )		
Business zoning certificate for industrial purposes or consent letter issued by relevant municipality/tribal authority		
An accredited verification certificate issued by SANAS in terms of Broad Based Black Economic Empowerment Act no. 53 of 2003 or a certified affidavit.		
Certified copy of Company Registration Certificate (Juristic person) and financial interest of each member		
Any new commitments made by registrant during the past year towards Black Economic Empowerment		
Shareholding information in respect of each member		
Any financial interest in the Liquor Industry acquired within the Republic acquired in the past year		
New commitments made towards combating alcohol abuse		
New entrants to the industry		
Future Job creation: No of employees		
Diversity of ownership within the Liquor Industry		
Efficiency of operation		
Competition within the industry		
Exports		
A sheet outlining a number of employee's employed by the registrant		
Threshold volume (litres)		

## **RELOCATION TO NEW PREMISES AND ALTERATIONS**

A registrant who wishes to relocate or change the nature or conduct of his/her company's activities needs to complete Form NLA 14, and pay a prescribed fee to the NLA.

### **How does the NLA calculate the turnaround times?**

All applications escalated for processing analyzed, reviewed quality assured and submitted for approval within 30 days of receipt and complex cases finalized within 45 -60 days. If the application

is received incomplete, processing time is calculated from the day the final outstanding document (s) is received.

### Outstanding documents

If a document(s) is outstanding, the registrant will be given 14 working days to respond and/or submit.

<b>CHECKLIST: RELOCATION AND ALTERATION DOCUMENTS</b>	<b>YES</b>	<b>NO</b>
Prescribed Form <b>NLA 14</b> completed and signed		
Proof of payment (indicate amount)		
Annual Turnover and Audited financial statement		
Certified copy of Identity document; or Certified copy of Passport if registrant is a foreigner; or Certified trading business permit for foreigners (not older than 3 months)		
Certified copy of SAPS Clearance Certificate for natural person. (not older than 3 months)		
Proof financial or non-financial support to an organization combating alcohol abuse.		
Valid tax clearance certificate (not older than 1 year )		
Business zoning certificate for industrial purposes or consent letter issued by relevant municipality/tribal authority		
An accredited verification certificate issued by SANAS in terms of Broad Based Black Economic Empowerment Act no. 53 of 2003 or a certified affidavit.		
Certified copy of Company Registration Certificate (Juristic person) and financial interest of each member		
Any new commitments made by registrant during the past year towards Black Economic Empowerment		
Shareholding information in respect of each member		

## FEES

Registrants should ensure that the registration fee is aligned to the annual turnover as follow;

Annual turnover from activities regulated under the ACT	Type of fee	Amount
Less than R 5 000 000	Transfer	R1 500
	Relocations & Alterations	R1 500
At least R5 000 000 but less than R 15 000 000	Transfer	R3 000
	Relocations & Alterations	R3 000
At least R15 000 000 but less than R250 000 000	Transfer	R5 000
	Relocations & Alterations	R5 000
At least R 250 000 000 but less than R 1 billion	Transfer	R7 500
	Relocations & Alterations	R7 500
At least R 1 billion	Transfer	R15 000
	Relocations & Alterations	R15 000

### Bank details

You can deposit cash/bank guaranteed/electronically transfer the funds into in the account number below:

Parent Name: Department of Trade and Industry  
Bank: Standard Bank  
Name of account: Liquor License Deposit Account  
Type of account: Current Account  
Account number: 370650077  
Branch: Sunnyside  
Branch code: 010645

The reference number should clearly be written as follows;

**Reference for Transfer: 04/RG or Ref No/Trading name**

**Reference for Relocations & Alterations: 06/RG or Ref No/Trading name**

## **Where should a registrant submit a transfer, relocation or alteration application?**

### **Method of lodgment**

Applications may be hand-delivered to the address appearing below:

77 Meintjies Street  
The dti campus  
Ground Floor, Block B  
Sunnyside  
Pretoria

OR

Posted to  
Private Bag X84  
Pretoria  
0001

OR

Email: [nationalliquorauthority@thedtic.gov.za](mailto:nationalliquorauthority@thedtic.gov.za)

**More information and clarifications can be obtained by contacting:**

- **the dti call centre: 0861 843 384**
- **e-mail: [nationalliquorauthority@thedtic.gov.za](mailto:nationalliquorauthority@thedtic.gov.za)**
- **website: [www.thedtic.gov.za](http://www.thedtic.gov.za)**