



**the dtic**

Department:  
Trade, Industry and Competition  
REPUBLIC OF SOUTH AFRICA

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

### **How to **renew** a manual (RG) macro manufacturing and/or distribution registration?**

A registrant must complete and submit a prescribed Form NLA 28 with required supporting documents and pay the annual renewal fee. An annual renewal of registration should be done a month before the expiry date of the registration (NLA 9).

Before submitting an annual renewal, check the conditions on the NLA 8 and ensure that all the required documents and motivations are submitted using the check list below.

### **When is a registrant expected to renew a licence?**

A registrant is required to submit his/her annual renewal application a month prior the anniversary date of the registration certificate (NLA 9)

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

An annual renewal application takes 90 working days to process if the application is received with all the stipulated attachments/documents. 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.

If document(s) are not received within the required timeframes, a compliance notice will be issued; the registrant will be given 21 working days to respond to a compliance notice.

Positive response will lead to the issuance of a compliance certificate and the application will be escalated for processing only when all the documents are received by the office.

### **What happens if I do not renew my registration?**

If the registration is not renewed within the required time, a grace period after expiry will be granted and penalties will be incurred (not more than 4 months). If the registration is still not paid after the grace period, a compliance notice will be issued. Failure to respond to the compliance notice will lead to a registration being recommended for cancellation

<b>CHECKLIST: ANNUAL RENEWAL DOCUMENT</b>	<b>YES</b>	<b>NO</b>
Prescribed Form <b>NLA 28</b> completed and signed		
Proof of payment (indicate amount)		
Projected 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)		

### ANNUAL RENEWAL FEES

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

Annual Turnover	Renewal fee
Less than 5 000 000	R2 000
At least R5 000 000 but less than 15 000 000	R4 000
At least R15 000 000 but less than 250 000 000	R5 000
At least R250 000 000 but less than R1 billion	R7 500

### Penalties

Registrants should ensure that their annual renewal fee includes the penalty fee if their registration licence has already expired as follows;

Month	Penalty
1 month	25% of the annual renewal fee
2 months	50% of the annual renewal fee
3 months	75% of the annual renewal fee
4 months	100% of the annual renewal fee

### Bank details

Payments can be made into the Standard Bank account. The reference number should clearly be written as follows; **Reference for renewal: 03/RG No/Trading name**

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

**Can a registrant continue to trade without a valid liquor registration?**

If your liquor registration has been cancelled you cannot continue to trade. Trading without a liquor registration licence is an offence punishable by law.

**Where should a registrant submit his renewal 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)