



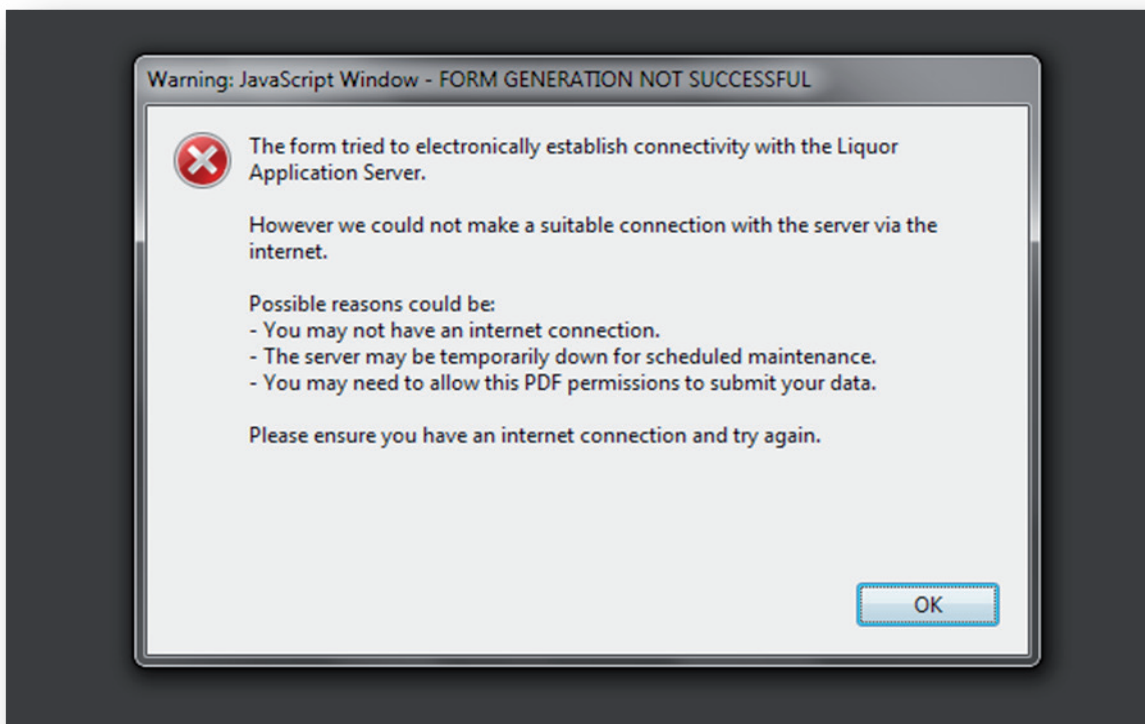
This application form is provided for use in the application for :

1. Occasional Permits.
2. First Time/ New License applications.

The form is in Adobe PDF format and will only function in the free Adobe PDF reader. You can download the latest Adobe reader at www.adobe.com . The form is provided in order to enable you the applicant to complete the first stage of the application process which involves submitting all required information and obtaining a reference number in order to make the required payment at FNB bank. Please note that for new license applications this does not constitute lodgement. Payment can be made at any FNB branch provided the applicant has obtained a valid reference.


In order to obtain a reference number, kindly follow the following steps

- 1. ENSURE THAT YOU HAVE AN INTERNET CONNECTION OPENED DURING THE ENTIRE PROCESS.**
- 2. DOWNLOAD THE FORM TO YOUR COMPUTER.**
- 3. SAVE THE FORM SOMEWHERE ON YOUR COMPUTER.**
- 4. OPEN THE FORM IN THE LATEST VERSION OF ADOBE PDF READER.**
- 5. POSSIBLE ERROR: IF YOU HAVE NO INTERNET CONNECTION YOU WILL ENCOUNTER THE FOLLOWING MESSAGE PLEASE CHECK YOUR INTERNET CONNECTION OR TRY TO CONNECT AT A LATER STAGE.**



6. WHEN THE FORM SUCCESSFULLY OPENS YOU WILL SEE THE FOLLOWING SCREEN

Please fill out the following form. You can save data typed into this form. Highlight Fields

 **GAUTENG PROVINCE**
ECONOMIC DEVELOPMENT
REPUBLIC OF SOUTH AFRICA

Application for Liquor Licence
In terms of liquor act 2003

validate form

APPLICATION REFERENCE NUMBER

DOCUMENT FORMALITIES

Application Type

7. PROCEED TO COMPLETE THE FORM

- Select the drop down menu (Application type).
- Select drop down menu (License type).
- Select either natural or non natural person (click one radio button).
- Select generate form (The rest of the application form will automatically generate itself) following which you can complete the rest of the form.

8. ONCE THE COMPLETE FORM IS COMPLETED SELECT "VALIDATE THE FORM". THERE SEVERAL VALIDATE FORM BUTTONS. PLEASE SELECT ANY OF THESE. ONCE THE FORM DATA HAS BEEN SUCCEFULLY VALIDATED THE NOTIFICATION WILL BE PROVIDED AS PER THE FOLLOWING SCREEN SHOT

File Edit View Document Comments Forms Tools Advanced Window Help

Please fill out the following form. If you are a form author, choose Distribute Form in the Forms menu to send it to your recipients. Highlight Fields

Gauteng Province
Economic Development
REPUBLIC OF SOUTH AFRICA

validate form


Application for Liquor Licence
In terms of liquor act 2003

DOCUMENT SUBMISSION - Document Formalities

APPLICATION REFERENCE NUMBER

STEP 1 Get Application R
Econo

Warning: JavaScript Window - VALIDATION SUCCESS

 This LIQUOR APPLICATION FORM is complete and all are fields validated as required.
Please proceed to STEP 1 in the the DOCUMENT SUBMISSION section.

OK

9. IF THE FORM HAS BEEN CORRECTLY COMPLETED YOU MAY PROCEED TO THE NEXT STEP. IF THE FORM HAS NOT BEEN CORRECTLY COMPLETED THEN YOU WILL RECEIVE A PROMPT ON WHAT INFORMATION IS MISSING AND NEEDS TO BE COMPLETED. ONCE ALL MISSING INFORMATION HAS BEEN COMPLETED SLELCT "VALIDATE FORM" AGAIN. FOLLOWING THIS, YOU MAY PROCEED TO THE NEXT STEP.

10. Select "Get Application Reference Number G.P Dept Of Economic Development". The form will automatically generate a unique reference number and place this on the form. Confirmation that the reference number has been successfully generated, will be provided by the form.

The screenshot shows the 'Application for Liquor Licence' form in Adobe Acrobat Pro. The form header includes 'Gauteng Province Economic Development REPUBLIC OF SOUTH AFRICA' and 'Application for Liquor Licence In terms of liquor act 2003'. A 'validate form' button is visible. The main section is titled 'DOCUMENT SUBMISSION - Document Formalities'. Below this, the 'APPLICATION REFERENCE NUMBER' is displayed as 'G L B 4 0 0 0 0 0 1 5 2'. The form is in a step-by-step process. 'STEP 1' shows a red message box with the text 'REFERENCE NUMBER RETRIEVED'. 'STEP 2' shows a button labeled 'Submit Data Electronically'.

11. SELECT "SUBMIT DATA ELECTRONICALLY". CONFIRMATION THAT DATA HAS BEEN SUCCESSFULLY SUBMITTED WILL BE PROVIDED BY THE FORM.

The screenshot shows the 'Application for Liquor Licence' form in Adobe Acrobat Pro, identical to the previous one. The 'APPLICATION REFERENCE NUMBER' remains 'G L B 4 0 0 0 0 0 1 5 2'. 'STEP 1' still shows 'REFERENCE NUMBER RETRIEVED'. 'STEP 2' now shows a red message box with the text 'DATA SUBMITTED SUCCESSFULLY'. 'STEP 3' shows a button labeled 'Print Form'.

12. YOU MAY NOW PRINT THE FORM.

13. YOU MAY NOW SAVE THE FORM TO YOUR COMPUTER FOR YOUR OWN REFERENCE PURPOSES.

14. ONCE PRINTED YOU MAY NOW

- a. Use the form and reference number to make your payment at any FNB branch.
- b. Use the form at the commissioner of oaths as required by the application process.

15. THE REMAINDER OF THE APPLICATION PROCESS SHALL THEN BE FOLLOWED.

TROUBLE SHOOTING

- A. If the drop down menus in the form are not working then
 - a. Either the internet connection has been lost. Please check your internet connection.
 - b. The Server at Liquor Board is not available. Please try later.
- B. If the licence fee cost is not displaying
 - a. Either the internet connection has been lost. Please check your internet connection.
 - b. The Server at Liquor Board is not available. Please try later.