

## ONDLS UPDATE (Dated : 13.06.2023)

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- Applications already available & functional Over ONDLS Portal :
  - a) Grant of Fresh Licensing
  - b) Retention of Existing Valid Licenses
  - c) Surrender of Licenses
  - d) Change in Technical PersonHowever, Change Constitution was managed by way of Cancellation of existing Licenses & submission of fresh application for fresh Licenses with change constitution. Further Change in premises was managed by creation of second account (Site Account) & submission of fresh application after cancellation of existing Licenses either offline or online if data approved over ONDLS
  
- The Host Institution (CDAC) during the preceding week has made more application types live over the portal (Fresh Release) as detailed below :
  - a) Addition or Reduction in Site Area
  - b) Change in Site Address (Commonly known as Shifting of Premises)
  - c) Change in Constitution
  - d) Change in Name of Organization

### Guidance Document / Working Module for Fresh Release of Applications as mentioned above :

#### A) General points to be noted :

- ✓ The fresh release of application types are Site Specific Applications only ; &
- ✓ The fresh release of applications are applicable to Valid Licenses (All Licenses related to a specific site shall be effected i.e Retail or Wholesale or Retail & Wholesale both existing over a given specific Site Address) ; &
- ✓ The applications are applicable to Active Licenses – Active Licenses in terms of ONDLS Module means :
  - i) Licenses granted through ONDLS Portal ; or
  - ii) Existing Licenses issued through Offline / XLN Mode & thereafter Retained through ONDLS Portal ; or
  - iii) Existing Licenses issued through Offline / XLN Mode having validity beyond as on date & data of such Licenses uploaded over ONDLS Portal for review & such approved thereof at official end.

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### B) Guidance Documents / Working Module :

#### ❖ For Change in Name of Organization :

**Step 1 :** The existing user of the firm bearing Active Licenses over ONDLS Portal has to click on Application Type “**Change in Name of Organization**”.

**Step 2 :** Need to Upload the requisite documents .

**Step 3 :** Submit the application.

**Step 4 :** After submission of Application , Official Workflow shall follow in the routine manner.

#### ❖ For Change in Site Address ( Shifting of Site / Premises) :

**Step 1 :** The existing user of the firm bearing Active Licenses over ONDLS Portal has to click on Application Type “**Change in Site Address**”. (All types of Licenses as linked to existing site will be selected by default by the module).

**Step 2 :** Need to enter new site address & update site facility details.

**Step 3 :** Upload the requisite documents. In case the existing site has both Retail & wholesale Active Licenses , then user firm has to upload documents against two system generated applications – One for Retail & another for wholesale.

**Step 4 :** Submit the application or applications as the case may be.

**Step 5 :** After submission of Application , Official Workflow shall follow in the routine manner.

#### Note in case of dual Licensing at one specific site :

- a) Retail Application will be directed to Retail Nodal Officer (Concerned Retail Zone) & Wholesale Application will be directed to Wholesale Nodal officer (concerned Wholesale Zone).
- b) The respective Nodal Officers (Retail Zone / Wholesale Zone) shall be able to receive & view submitted applications only when the user submits both applications.
- c) RO has to generate separate Inspection Report & upload separately for Retail Application & Wholesale Application.
- d) Respective LA's can view the status of each submitted application.
- e) Change premises can be accepted only when there is uniformity in action by both LA's .

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*Further, existing users who were previously being issued "Post Amendment Letter" through ONDLS for shifting of premises & were not able to complete shifting process may also use this type of application now again.*

### ❖ For Change in Constitution :

**Step 1 :** The existing user (Original Licensee) of the firm shall bear Active Licenses over ONDLS Portal.

**Step 2 :** The new user (new / proposed proprietor) has to **register over ONDLS Portal as a Corporate Account holder only** with same name or changed name of the firm using his own PAN or CIN or LPIN.

**Step 3 :** Original Licensee through his own site account shall then click on Application Type "**Change in Constitution**". (All types of Licenses as linked to existing site will be selected by default by the module).

**Step 4 :** Original Licensee shall enter CIN or PAN as used by New / Proposed Proprietor).

**Step 5 :** Original Licensee has to proceed for answers as per questionnaire of the Module.

**Step 6 :** Original Licensee has to upload documents as per devised checklist.

**Step 7 :** Submit the application. (Dual Licensing Procedure applies to this application as well as defined under Change Premises).

**Step 8 :** After submission of Application , Official Workflow shall follow in the routine manner.

**Note:** - Provision for use of PAN /CIN more than once for the Registration Process will also be allowed after 10-15 days which can be used in specific cases of Change Constitution.

*Disclaimer: This document is prepared as a public document for information of all concerned & in an endeavour to sensitise the stakeholders w.r.t working principle / Design of application types recently released over ONDLS portal. The document can also be viewed at [www.dfcojk.org](http://www.dfcojk.org)*