Appendix 2: NASB Licensing Procedure

NASB LICENSING PROCEDURE
MANUFACTURERS OF NON-ALCOHOLIC SUGAR-SWEETENED BEVERAGES

(Excise Licencing Process Guide)

1. Application Initiation (Letter of Intent)

The applicant must commence the process by submitting a Letter of Intent to the Excise Unit providing:

- Proposed location of the manufacturing facility;
- Description of NASB products to be manufactured;
- Details of production equipment to be used.

2. Preliminary Review

Upon receipt, the Excise Division will review the Letter of Intent to confirm completeness and initiate the assessment process.

3. Site Inspection

A site visit will be scheduled and conducted by Excise officers.

During the inspection, the applicant must ensure the facility is ready for assessment, including:

- Clearly defined manufacturing, storage, and dispatch areas;
- A complete floor plan of the premises;
- Installed or clearly planned production equipment;
- A layout demonstrating workflow from production to storage and distribution.

The applicant must facilitate full access to the premises and make responsible personnel available for discussion.

4. Advisory Engagement

During the site visit, Excise officers may provide guidance on compliance expectations, including:

- Operational controls for excisable goods;
- Record-keeping requirements;
- General regulatory obligations;
- Any additional approvals required from other authorities (e.g., health, fire, NEPA).

5. Instruction to Proceed

Where the facility is assessed as suitable, the applicant will be advised to proceed with formal licensing.

Where improvements are required, the applicant will be informed of necessary corrective actions prior to progression.

6. Submission of Formal Application (Form E2)

The applicant must submit:

- Completed Form E2 – Application for Licence to Manufacture Excisable Goods;
- Detailed description of NASB products;
- Full address of the premises;
- Floor plans of manufacturing and storage areas;
- Description of plant, equipment, and production processes;
- Proof of payment of the prescribed licence fee (Lic. To manufacture $5,000 & warehouse fee $3,500 for each warehouse).

7. Application Verification

The Excise Unit will verify the application for completeness.

Where deficiencies exist, the applicant will be required to amend and resubmit.

Where complete, the application will be accepted for final processing.

8. Licence Issuance

Upon approval, a Licence to Manufacture Excisable Goods will be issued specifying:

- Approved NASB products;
- Authorised manufacturing location.

The licence permits only the manufacture of the approved products at the stated premises. Any variation requires prior written approval from the Excise Unit. The licence is issued for a period of twelve months April 1 to March 31 of the following year.

9. Post-Licensing Compliance

Licensed manufacturers are required to:

- Maintain accurate production and stock records;
- Ensure proper control and safeguarding of excisable goods;
- Submit all required returns and reports within prescribed timelines;

- Facilitate inspections, audits, and verification by Excise officers;
- Maintain ongoing compliance with licence conditions and Excise legislation.

10. Ongoing Monitoring

Licensed premises remain subject to regulatory monitoring. This includes verification of production activities and assessment of applicable excise duties on goods produced.

Non-compliance with licence conditions or Excise requirements may result in enforcement action, including suspension or revocation of the licence.