

STEPS TO BE FOLLOWED FOR ENROLLMENT AND REGISTRATIAON

Enrollment Process:

Step 1:- User must login in the web portal through <https://apcpe.aptonline.in> and complete the enrollment and registration process along with the payment of applicable online processing fee, non-refundable application fee to participate in the E-Auction cum Draw of lots process, as per the schedule notified.



Step:-2 User shall click on the 'Enrollment' tab for creating a new user id as shown in the screen below:



Step 3:- User has to enter his/her Basic details (Name, Age, Mobile number, PAN number etc.) and upload Self-attested copy of Aadhaar along with the applicants Photograph. The user has to select the firm type as “Sole Proprietorship” in the dropdown menu in case of individual applications. The user has to read and accept the disclaimers and click on submit button.

Enrollment (Form-E1)

Name of Applicant: * <input type="text" value="Applicant Name"/>	Surname: * <input type="text" value="Surname"/>	Father Name: * <input type="text" value="Father Name"/>
Age: * <input type="text" value="Age"/>	Mobile Number: * <input type="text" value="Mobile Number"/>	Email: * <input type="text" value="Email ID"/>
PAN Number: * <input type="text" value="PAN Number"/>	Aadhaar Number: * <input type="text" value="Aadhaar Number"/>	State: * <input type="text" value="Select State"/>
District: * <input type="text" value="Select District"/>	Residential Address: * <input type="text" value="Residential Address"/>	PIN Code: * <input type="text" value="PIN Code"/>
Firm Type: <input type="text" value="Please select"/>		
Applicant's Photo Upload: * <input type="button" value="Choose File"/> No file chosen	Self Attested Aadhaar: * <input type="button" value="Choose File"/> No file chosen	

Note: The photo upload file type should be JPG/JPEG with a max size of (1 MB) and the remaining uploads file type should be PDF/JPG/JPEG with a max size of (1 MB).

Disclaimer:

- 1. I/we am/are not below the age of twenty one years.
- 2. I/we am/are not undercharged insolvent(s) or have not been convicted of offences under the provisions of the APExcise Act or the Customs APExcise Act, 1962 or Narcotic Drugs and Psychotropic Substances APExcise Act, 1985 (Central APExcise Act 61 of 1985) or not convicted under Andhra Pradesh intoxicating liquors (Prohibition of Advertisements) APExcise Act, 1978 or not convicted of non-bailable offences or not habitual offender(s).
- 3. I/we am/are not defaulter(s) in the payment of excise revenue to the Government.
- 4. I declare that I shall neither allow any benami to submit bid on behalf of me nor shall submit bid on behalf of any other person.
- 5. I have read and understood all the rules made under G.O.MS.NO.527 Dt 13.07.2022 of Revenue (Excise) Department of state government of Andhra Pradesh and the amendments made thereunder as uploaded in the notifications tab in this site and agree to abide by it in letter and spirit.
- 6. I have read and understood all the terms and conditions uploaded in the information to bidder tab and agree to abide by them in letter and spirit.
- 7. I/we do hereby declare that the information furnished by me/us in this application is true to the best of my/our knowledge and belief. I/we am/are aware that in the event of any information being found to be false or untrue. I/we shall be liable to such action as prescribed by the competent authority as it may deem fit and proper as per APExcise Act and rules made thereunder.

←

Step 4 - In case of applications filed by partners belonging to a Partnership firm, one of the partners of the firm can apply as a user and he/she shall enter his/her details. The user has to select the firm type as “Partnership” in the dropdown menu. The user has to enter the details of the partnership firm and upload the partnership deed and click on “submit” button after reading and accepting the disclaimers.

Enrollment (Form-E1)

Name of Applicant: * <input type="text" value="Applicant Name"/>	Surname: * <input type="text" value="Surname"/>	Father Name: * <input type="text" value="Father Name"/>
Age: * <input type="text" value="Age"/>	Mobile Number: * <input type="text" value="Mobile Number"/>	Email: * <input type="text" value="Email ID"/>
PAN Number: * <input type="text" value="PAN Number"/>	Aadhaar Number: * <input type="text" value="Aadhaar Number"/>	State: * <input type="text" value="Select State"/>
District: * <input type="text" value="Select District"/>	Residential Address: * <input type="text" value="Residential Address"/>	PIN Code: * <input type="text" value="PIN Code"/>
Firm Type: <input type="text" value="Partnership Firm"/>	Name of the Firm: * <input type="text" value="Enter Firm Name"/>	Address of the Firm: * <input type="text" value="Enter Firm Address"/>
Applicant's Photo Upload: * <input type="button" value="Choose File"/> No file chosen	Self Attested Aadhaar: * <input type="button" value="Choose File"/> No file chosen	Partnership Deed Upload: * <input type="button" value="Choose File"/> No file chosen

Note: The photo upload file type should be JPG/JPEG with a max size of (1 MB) and the remaining uploads file type should be PDF/JPG/JPEG with a max size of (1 MB).

Disclaimer:

- 1. I/we am/are not below the age of twenty one years.
- 2. I/we am/are not undercharged insolvent(s) or have not been convicted of offences under the provisions of the APExcise Act or the Customs APExcise Act,1962 or Narcotic Drugs and Psychotropic Substances APExcise Act, 1985 (Central APExcise Act 61 of 1985) or not convicted under Andhra Pradesh intoxicating liquors (Prohibition of Advertisements)APExcise Act, 1978 or not convicted of non-bailable offences or not habitual offender(s).
- 3. I/we am/are not defaulter(s) in the payment of excise revenue to the Government.
- 4. I declare that I shall neither allow any benami to submit bid on behalf of me nor shall submit bid on behalf of any other person.
- 5. I have read and understood all the rules made under G.O.MS.NO.527 Dt 13.07.2022 of Revenue (Excise) Department of state government of Andhra Pradesh and the amendments made thereunder as uploaded in the notifications tab in this site and agree to abide by it in letter and spirit.
- 6. I have read and understood all the terms and conditions uploaded in the information to bidder tab and agree to abide by them in letter and spirit.
- 7. I/we do hereby declare that the information furnished by me/us in this application is true to the best of my/our knowledge and belief. I/we am/are aware that in the event of any information being found to be false or untrue. I/we shall be liable to such action as prescribed by the competent authority as it may deem fit and proper as per APExcise Act and rules made thereunder.

Step 5: The user will be redirected to “Add partner details” screen where he/she shall enter the details of each of the partners in the partnership firm and upload their photos along with their self attested Aadhaar and click on ‘submit’ button after accepting the disclaimer.

Add Partner Details

Name of Partner:* <input type="text" value="Partner Name"/>	Surname:* <input type="text" value="Surname"/>	Father Name:* <input type="text" value="Father Name"/>
Age:* <input type="text" value="Age"/>	Mobile Number:* <input type="text" value="Mobile Number"/>	Email:* <input type="text" value="Email ID"/>
PAN Number:* <input type="text" value="PAN Number"/>	Aadhaar Number:* <input type="text" value="Aadhaar Number"/>	State:* <input type="text" value="Select State"/>
District:* <input type="text" value="Select District"/>	Residential Address:* <input type="text" value="Residential Address"/>	PIN Code:* <input type="text" value="PIN Code"/>
Photo Upload:* <input type="button" value="Choose File"/> No file chosen	Self Attested Aadhaar:* <input type="button" value="Choose File"/> No file chosen	

Note: The photo upload file type should be JPG/JPEG with a max size of (1 MB) and the remaining uploads file type should be PDF/JPG/JPEG with a max size of (1 MB).

Disclaimer:
 I do hereby declare that the information furnished in this application is true to the best of my knowledge and belief. I am aware that in the event of any information being found to be false or untrue, I shall be liable to such action as prescribed by the competent authority as it may deem fit and proper apart from penal action prescribed under act & rules & others.

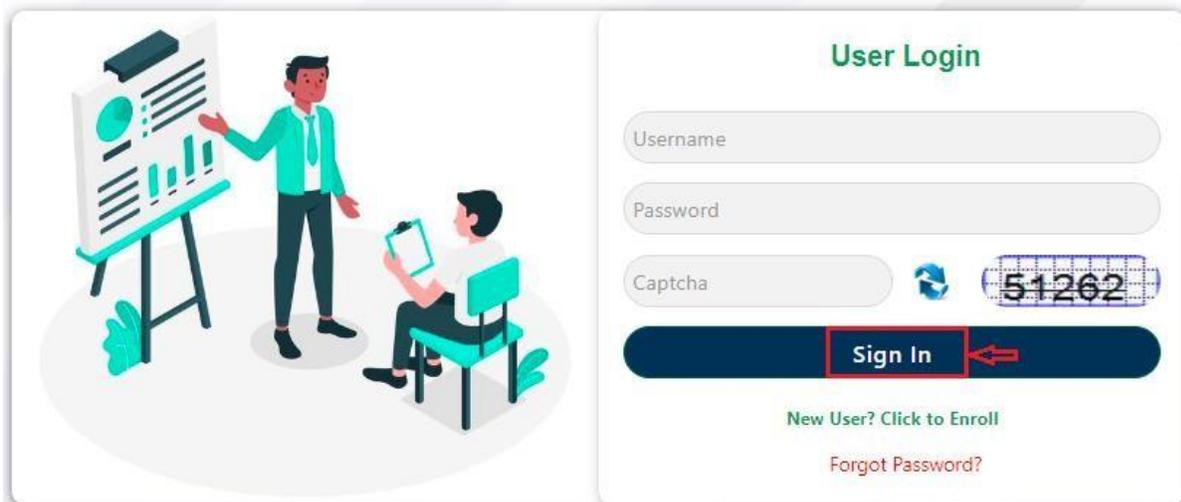
Step 6: The user will be able to view “Partner details” screen where he/she can add/delete partners of the partnership firm.

Partner Details					
Show 10 entries	Add Partner <input type="button" value="Add Partner"/>				
Search: <input type="text"/>					
S.NO	Partner Name	SurName	Father Name	Age	Delete
1	Siva	Acgglj	Gsahdeurent	53	
2	Ravi	regtjh	qwhjeyr	47	

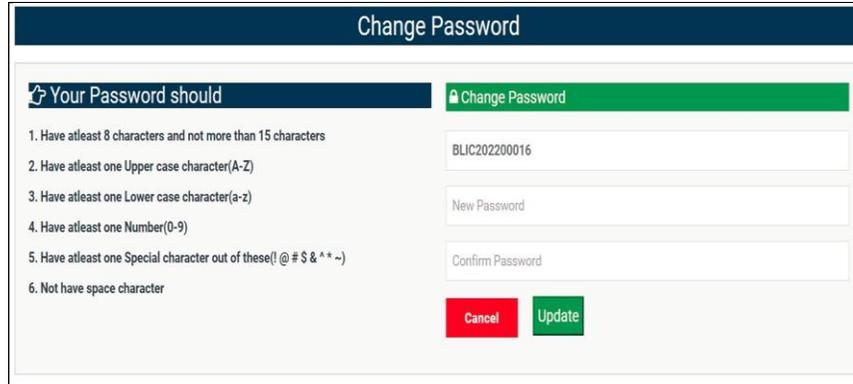
Step 7: After successful completion of submission of application, the applicant will get an Email/SMS alert mentioning the User ID and Password to login (Example of user ID : BLIC2022XXXXX). Applicant has to re-login with the provided ID and password on clicking the ‘Login’ tab as shown below:-



Step8:- Applicant has to enter the provided User login ID and Password along with the Captcha and click on 'Sign In' button.



Step 9: Applicant must change his default password to a new password and re-login with the updated password to proceed for ULB registration



The applicant has to remember the updated password throughout the auction process. If, in any case, the applicant forgets the password, he can reset by clicking on the “forgot password“ button after entering his user ID in the login page. He shall be redirected to the Forgot password screen as shown below and reset his password after entering OTP received on his registered mobile number.



ULB Registration:

Step 10: In the ULB registration screen the applicant shall select the District and the ULB for which he intends to bid. The applicable online processing fee will be displayed along with the applicable non-refundable application fee as notified. The applicant may at his option upload the consent letter of the owner of the proposed Bar premises, if it is not owned. He may also, at his option ,upload blue print of the proposed Bar premises and click on 'add' button. Each application filed by the applicant shall be allotted a unique number.(example xxx/xxx/xxx indicating district code, ULB Code, number of the applicant in serial)

Applicant can apply for one or more bars in one or more ULBs. If he/she intends to apply for more than one bar, he/she shall click on the 'Add' tab and enter the details.

ULB Registration (Form - R1)

District :*
 ULB Name :*
 Online Processing Fee(In Rs.) (Excluding GST + Gateway service charges) :*
 Non Refundable Application Fee (in Rs) :*

Consent letter of the owner of the proposed premises of the Bar: No file chosen
 Blue print of the proposed premises of the Bar: No file chosen

Note:The upload file(s) type should be PDF/JPG/JPEG with a max size of (1 MB).

I have uploaded all the documents correctly. If any documents uploaded are found incorrect, in the future I shall be liable for any penal Action taken by the Department.

Note : You can apply for licences ranging from one to many for a single ULB (or) multiple ULBs.

The applicant will be able to see the all applications filled by him in the same screen as shown below :-

SL.NO.	UNIQUE NUMBER	ULB NAME	NON REFUNDABLE APPLICATION FEE (IN RS.)	ONLINE PROCESSING FEE	CFMS DETAILS	CFMS STAUS	APPLICATION
11	NTR/MC1/002	Vijayawada Municipal Corporation	1000000.00	View Payment Details	Generate Challan		View Details
12	NTR/MC1/003	Vijayawada Municipal Corporation	1000000.00	View Payment Details	Generate Challan		View Details
13	KUR/MC1/010	Kurnool Municipal Corporation	750000.00	View Payment Details	Generate Challan		View Details
14	KUR/MC1/011	Kurnool Municipal Corporation	750000.00	View Payment Details	Generate Challan		View Details
15	VSP/MC1/005	Greater Visakhapatnam Municipal Corporation (GVMC)	1000000.00	View Payment Details	Print Challan	Payment Successful	View Details
16	VSP/MC1/006	Greater Visakhapatnam Municipal Corporation (GVMC)	1000000.00	View Payment Details	Generate Challan		View Details
17	AKP/MC1/007	Anakapalli Unit Municipal Corporation (GVMC)	1000000.00	Pay Now			

Step 11:- The applicant shall click on 'Pay now' tab corresponding to a particular application filed in a ULB to pay the online processing fee. In case the applicant intends to participate in the e-auction process for more than one Bar in one or more ULB's, he shall register himself for each Bar separately by paying the notified online processing fee.

SL.NO.	UNIQUE NUMBER	ULB NAME	NON REFUNDABLE APPLICATION FEE (IN RS.)	ONLINE PROCESSING FEE	CFMS DETAILS	CFMS STAUUS	APPLICATION
11	NTR/MC1/002	Vijayawada Municipal Corporation	1000000.00	View Payment Details	Generate Challan		View Details
12	NTR/MC1/003	Vijayawada Municipal Corporation	1000000.00	View Payment Details	Generate Challan		View Details
13	KUR/MC1/010	Kurnool Municipal Corporation	750000.00	View Payment Details	Generate Challan		View Details
14	KUR/MC1/011	Kurnool Municipal Corporation	750000.00	View Payment Details	Generate Challan		View Details
15	VSP/MC1/005	Greater Visakhapatnam Municipal Corporation (GVMC)	1000000.00	View Payment Details	Print Challan	Payment Successful	View Details
16	VSP/MC1/006	Greater Visakhapatnam Municipal Corporation (GVMC)	1000000.00	View Payment Details	Generate Challan		View Details
17	AKP/MC1/007	Anakapalli Unit Municipal Corporation (GVMC)	1000000.00	Pay Now			

Step12:-Applicants shall select the payment method and proceed for payment.

Payment Details

Applicant Name : kjhgfrdedfghjkjhghg

Gezette Serial Number : AKP/MC1/009

Application Ref No : BLIC202200058

Transaction Ref No : TAKP/MC1/00918651

Payment Amount (₹) : 10000.00

Select Payment Type (₹)

- Net Banking(SBI)
- Net Banking(HDFC)
- Net Banking(ICICI)
- Net Banking(Other banks)
- Debit Card
- Credit Card

Payment in Details (₹) :

Total Payment Amount (₹) :

Note : Net Banking (Service Charges Applicable [Rs.20] + [18% GST])

Debit Card (Service Charges Applicable [Rs.1.25%] + [18% GST])

Credit Card (Service Charges Applicable [RS.1.25%] + [18% GST])

I agree to the terms & conditions and request for Registration

[Pay Now](#)
[Cancel](#)

Step 13:- A system generated payment Receipt (printable) shall be displayed after successful completion of the Transaction. The applicant shall click on 'Proceed further' button.

Payment Details		Date: 19 Jul 2022 19:43:20
Applicant ID	:	BLIC202200058
Applicant Name	:	kjhgrdedfghjkjhgg
Unique Number	:	AKP/MC1/009
Transaction Date	:	19 Jul 2022 19:43:20
Transaction Status	:	Success
Payment Reference No	:	TAKP/MC1/00988818
Total Amount Paid	:	10147.50 TEN THOUSAND ONE HUNDRED AND FORTY SEVEN RUPEES AND FIFTY PAISA ONLY



Step 14:- Once the payment for online processing fee is successful, the status of Online Processing fee column for that particular application shall change to “View Payment details” icon and CFMS details column against the corresponding application shall be displayed as “**Generate Challan**” icon. The Applicant shall generate CFMS Challan for payment of non refundable Application fee for that application by clicking on the “Generate Challan” button.

SL.NO.	UNIQUE NUMBER	ULB NAME	NON REFUNDABLE APPLICATION FEE (IN RS.)	ONLINE PROCESSING FEE	CFMS DETAILS	CFMS STATUS	APPLICATION
1	KRS/TC2/039	Avanigadda (Tourism Center)	500000.00	Pay Now			
2	KRS/TC2/040	Avanigadda (Tourism Center)	500000.00	Pay Now			
3	KRS/TC2/041	Avanigadda (Tourism Center)	500000.00	Pay Now			
4	KUR/MC1/038	Kurnool Municipal Corporation	750000.00	Pay Now			
5	KUR/MC1/039	Kurnool Municipal Corporation	750000.00	Pay Now			
6	VSP/MC1/024	Greater Visakhapatnam Municipal Corporation (GVMC)	1000000.00	View Payment Details	Generate Challan		View Details
7	VSP/MC1/025	Greater Visakhapatnam Municipal Corporation (GVMC)	1000000.00	View Payment Details	Generate Challan		View Details
8	KUR/MC1/040	Kurnool Municipal Corporation	750000.00	Pay Now			
9	VSP/MC1/026	Greater Visakhapatnam Municipal Corporation (GVMC)	1000000.00	Pay Now			
10	MNV/MP2/004	Parvathipuram Municipality	750000.00	Pay Now			

Step 15: The applicant shall choose manual payment option only for generating Challan for non refundable application fee. Then it will be redirected to the ULB registration screen where he/she shall take the print of the system generated challan and pay the non- refundable application fee mentioned in the challan at the nearest State Bank of India branch.

PROHIBITION & EXCISE DEPARTMENT GOVERNMENT OF ANDHRAPRADESH SBI BANK Manual Payment Challan Reference Form			
Gazette Number :	VSP/MC1/002	Remitter Name :	Divya Nandini
Challan Date :	12/07/2022	Dept. Transaction Number :	712620220712008
CFMS ID :	60063169732022	Valid Upto :	25/07/2022
Bank Reference Number :	CPABVTGG2	Status :	Payment Successful
Amount :	1000000.00	Amount in words :	Ten Lakh Rupees and Zero Paise Only
			Remitter Signature
<input type="button" value="Print"/> <input type="button" value="Back"/>			

Step 16: The applicant can view the status of the payment of his challan under the “CFMS Status” column in the ULB registration screen within twenty four hours of payment(bank working hours) as shown below:

Show 10 entries Search:

SL.NO.	UNIQUE NUMBER	ULB NAME	NON REFUNDABLE APPLICATION FEE (IN RS.)	ONLINE PROCESSING FEE	CFMS DETAILS	CFMS STATUS	APPLICATION
1	VSP/MC1/002	Greater Visakhapatnam Municipal Corporation (GVMC)	1000000.00	View Payment Details	Print Challan	Payment Successful	View Details

Step17: The applicant can view his/her application by clicking on view details as shown below and generate a print for reference:

Show 10 entries Search:

SL.NO.	UNIQUE NUMBER	ULB NAME	NON REFUNDABLE APPLICATION FEE (IN RS.)	ONLINE PROCESSING FEE	CFMS DETAILS	CFMS STATUS	APPLICATION
1	VSP/MC1/002	Greater Visakhapatnam Municipal Corporation (GVMC)	1000000.00	View Payment Details	Print Challan	Payment Successful	View Details

Application Details

1. Name of the Applicant	: Puppala Divya Nandini
2. Father's Name	: Durga Rao
3. Age	: 30
4. Registered Mobile Number	: 7569 XXXXXXXXXX
5. Registered Email	: nandini.puppala234@gmail.com
6. PAN Number	: DFKPK5627H
7. Aadhaar Number	: 433 XXXXXXXXXX View
8. Residential State	: AndhraPradesh
9. Residential District	: Visakhapatnam
10. PIN Code	: 520013
11. Full Residential Address	: dhaba gardens
12. ULB District	: Visakhapatnam
13. ULB Name	: Greater Visakhapatnam Municipal Corporation (GVMC)
14. Unique Number	: VSP/MC1/002
15. Firm Type	: Sole ProprietorShip

The applicants who have successfully completed the enrollment and registration process along with successful payment of applicable online processing fee, Bank service charge, applicable GST, applicable non-refundable application fees shall only be allowed to participate in the Auction process.