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## GOVERNMENT NOTICE

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DEPARTMENT OF INDUSTRY

No. R. 980

17 August 2004

# **REGULATIONS FOR THE REGISTRATION OF LIQUOR MANUFACTURERS AND DISTRIBUTORS, AND RELATED MATTERS ARISING UNDER THE LIQUOR ACT, 2003**

(Published in *Government Gazette* No. 26689 of 2004, Government Notice No. R. 980)

In terms of section 42 of the Liquor Act, 2003 (Act No. 59 of 2003), The Minister of Trade and Industry has made the following regulations relating to the procedures for registration and other matters required under the Act, to come into operation on 13 August 2004.

## NATIONAL LIQUOR REGULATIONS, 2004

Part 1 – General Provisions :

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**LIQUOR REGULATIONS**

## Part 1 – General Provisions

## Division A - Interpretation

**1. Short title**

These Regulations may be cited as the *National Liquor Regulations, 2004*.

**2. Interpretation**

(1) Section 1 applies to the interpretation of these Regulations.

(2) In these Regulations,

(a) a reference to a section by number refers to the corresponding section of the Act;

(b) a reference to a Regulation by number refers to the corresponding item of these Regulations; and

(c) a reference to a sub-Regulation or paragraph by number refers to the corresponding item of the Regulation in which the reference appears.

(3) In these Regulations unless the context indicates otherwise,

(a) “Act” means the *Liquor Act, 2003* (Act No. 59 of 2003), as amended from time to time;

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- (b) “certified copy” means a copy of a document certified by a Commissioner of Oaths;
  - (c) “deliver” depending on the context, means to serve, or to file, a document;
  - (d) “file”, when used as a verb, means to deposit with the National Liquor Authority;
  - (e) “National Liquor Authority” means the collectivity of officials within the department to whom the Minister has delegated powers of the Minister in terms of the Act;
  - (f) “public holiday” means a public holiday referred to in section 1 of the Public Holidays Act, 1994 (Act 36 of 1994);
  - (g) “Regulation” includes any footnote to a Regulation, and any Table included within or referred to in a Regulation;
  - (h) “serve” means to deliver a document to a person other than the National Liquor Authority;
- (4) When a particular number of business days is provided for performing an act, the number of days must be calculated by –
- (a) excluding the first day, any public holiday, Saturday, and Sunday; and
  - (b) including the last day.

## NATIONAL LIQUOR REGULATIONS, 2004

## Part I – General Provisions : Division B – National Liquor Authority Office Functions

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**Division B – National Liquor Authority Office Functions****3. Office hours and address of National Liquor Authority**

- (1) The offices of the National Liquor Authority are open to the public for the purposes of the Act every Monday to Friday, excluding public holidays, from 09h00 to 15:30.
- (2) Subject to Regulations 5 and 7, any communication to the National Liquor Authority may be –

- (a) Delivered by hand at:

The National Liquor Authority

The dti

77 Meintjies St

Pretoria

Republic of South Africa

- (b) Addressed by post to:

The National Liquor Authority

The dti

Private Bag X84

Pretoria 0001

Republic of South Africa

- (c) Communicated by telephone on: 27 012 394 1555

- (d) Transmitted by fax on: 27 012 394 0555 or

- (e) Transmitted by electronic mail to: [nationalliquorauthority@thedti.gov.za](mailto:nationalliquorauthority@thedti.gov.za).

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**4. Condonation of time limits**

On good cause shown, the Director of the National Liquor Authority may condone late performance of an act in respect of which these Regulations prescribe a time limit, other than a time limit that is binding on the Minister or National Liquor Authority itself.

## NATIONAL LIQUOR REGULATIONS, 2004

Part 2 – Delivery of Documents, Form of National Register and Fees : Division B – National Liquor Authority Office Functions

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**Part 2 – Delivery of Documents, Form of National Register and Fees****5. Delivery of documents**

- (1) A notice or document may be delivered in any manner set out in Table NLA 1.
- (2) Subject to sub-Regulation (4), a document delivered by a method listed in the second column of Table NLA 1 will be deemed to have been delivered to the intended recipient on the date and at the time shown opposite that method, in the third column of that Table.
- (3) If, in a particular matter, it proves impossible to deliver a document in any manner provided for in these Regulations, the person concerned may apply to the High Court for an order of substituted service.
- (4) Subject to Regulation 4, if the date and time of the delivery of a document referred to in Table NLA 2 is outside of the office hours of the National Liquor Authority as set out in Regulation 3(1), that document will be deemed to have been delivered on the next business day.
- (5) A document that is delivered by fax must include a cover page, and a document that is transmitted by electronic mail must be attached to a cover message, in either case setting out –
  - (a) the name, address, and telephone number of the sender;
  - (b) the name of the person to whom it is addressed, and the name of that person's representative, if it is being sent to the representative of a person;
  - (c) the date and time of the transmission;
  - (d) the total number of pages sent, including the cover page; and
  - (e) the name and telephone number of the person to contact if the transmission appears to be incomplete or otherwise unsuccessful.

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## 6. Issuing documents

- (1) If the Act or these Regulations require the Minister or National Liquor Authority to issue a document –
  - (a) the document will have been issued when it has been signed, and served on any person to whom it is addressed; and
  - (b) the document may be signed and served at any time of day, despite Regulation 3 (1).
- (2) Regulation 5 (4) does not apply to the service of a document issued by or in the name of the Minister or the National Liquor Authority.

## 7. Filing documents

- (1) The National Liquor Authority must assign distinctive reference numbers to each –
  - (a) Application;
  - (b) Complaint; and
  - (c) Compliance notice.
- (2) The National Liquor Authority must ensure that every document subsequently filed in respect of the same matter is marked with the same reference number.
- (3) The National Liquor Authority may refuse to accept a document subsequently filed in respect of the same proceedings that is not properly marked with the assigned reference number.
- (4) A person who files any document in terms of the Act or these Regulations must provide to the National Liquor Authority that person's –
  - (a) legal name;
  - (b) address for service;

## NATIONAL LIQUOR REGULATIONS, 2004

Part 2 – Delivery of Documents, Form of National Register and Fees : Division B – National Liquor Authority Office Functions

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- (c) telephone number;
- (d) if available, email address and fax number; and
- (e) if the person is not an individual, the name of the individual authorised to deal with the National Liquor Authority on behalf of the person filing the document.

**8. Form of notices and applications**

Whenever a notice or application is required in terms of the Act, or an item of these Regulations, shown in column 1 of Table NLA 2, for a purpose listed in column 2 of that Table, the document must be substantially in the form of the annexure listed opposite that section number in column 3 of that Table, and must be produced subject to any conditions listed opposite that section number in column 4 of that Table.

**9. Form of Certificates and Notices issued by Minister**

- (1) Whenever the Minister or National Liquor Authority is required to issue a Certificate, Notice or Receipt in terms of the Act, or an item of these Regulations, shown in column 1 of Table NLA 3, for a purpose listed in column 2 of that Table, the document must be substantially in the form of the annexure listed opposite that section number in column 3 of that Table, and must be produced subject to any conditions listed opposite that section number in column 4 of that Table.
- (2) Whenever the Minister or National Liquor Authority is required, either in terms of the Act or these Regulations, to publish a notice in the Gazette, that notice must contain at least the following information:
  - (a) the reference number assigned by the National Liquor Authority to the relevant matter;
  - (b) the provision of the Act or Regulations in terms of which the notice is required;

## NATIONAL LIQUOR REGULATIONS, 2004

Part 2 – Delivery of Documents. Form of National Register and Fees : Division B – National Liquor Authority Office Functions

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- (c) a brief and concise description of the nature of the relevant matter;
- (d) if the notice invites submissions –
  - (i) the last date on which submissions may be received; and
  - (ii) the address to which such submissions may be forwarded;
- (e) if the notice reports a decision –
  - (i) a brief and concise description of the nature of the relevant decision;
  - (ii) a statement indicating whether reasons for the decision have been published, and if so, how a copy of those reasons may be obtained; and
  - (iii) a statement of any right of review of, or appeal from, that decision, including the period during which a review or appeal may be lodged;
- (f) the name and contact numbers of the person in the National Liquor Authority responsible for publishing the notice.

#### 10. Form of National Register

The national register to be maintained in terms of section 23 must contain, at a minimum, the following details in respect of every registration issued nationally or provincially:

- (a) name of the regulatory authority that issued the registration;
- (b) date on which the registration was granted, and a synoptic history of the dates and nature of any change in the registration;
- (c) name of the registered person, including any alternative trade name used in respect of the registered activities;
- (d) the activities permitted by the registration;

## NATIONAL LIQUOR REGULATIONS, 2004

Part 2 – Delivery of Documents, Form of National Register and Fees : Division B – National Liquor Authority Office Functions

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- (e) the registered person's principal place of business, the provinces and municipalities in which the address of any premises at or from which the registered activities may take place;
  - (f) any conditions attached to the registration;
  - (g) the dates and summary details of any –
    - (i) complaints against the registered person;
    - (ii) notices of non-compliance issued to the registered person;
    - (iii) compliance certificates issued to the registered person;
    - (iv) suspension of registration; and
    - (v) prosecutions and convictions against the registered person in terms of the Act, or any law mentioned in section 19;
  - (h) the dates and details of any transfers of the registration;
  - (i) the dates and details of any –
    - (i) notice given by the registered person in terms of the Act; and
    - (ii) report filed by the registered person in terms of the Act;
  - (j) the dates and details of cancellation of the registration.

**11. Fees**

- (1) The fees in respect of applications and registrations for the manufacture and distribution of liquor are as set out in the following Table NLA 4:

## NATIONAL LIQUOR REGULATIONS, 2004

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Annual turnover from activities regulated under the Act	Type of application	Fee
Less than  R 5 000 000	Application (s.11) Initial Registration Notice to review [Schedule 1 Item 4 (6)] Annual Renewal of registration Transfer Fee (s.15) Request for variation of conditions [s. 16(1)] Notice of change in location or activities [s. 16(3)] Appointment of person to conduct activities (s. 17)	R 500 R 2 000 R 500 R 2 000 R 1 500 R 1 500 R 1 500 R 1 500
At least  R 5 000 000  but less than  R 15 000 000	Application (s.11) Initial Registration Notice to review [Schedule 1 Item 4 (6)] Annual Renewal of registration Transfer Fee (s.15) Request for variation of conditions [s. 16(1)] Notice of change in location or activities [s. 16(3)] Appointment of person to conduct activities (s. 17)	R 1 000 R 4 000 R 1 000 R 4 000 R 3 000 R 3 000 R 3 000 R 3 000
At least  R15 000 000  but less than  R 250 000 000	Application (s.11) Initial Registration Notice to review [Schedule 1 Item 4 (6)] Annual Renewal of registration Transfer Fee (s.15) Request for variation of conditions [s. 16(1)] Notice of change in location or activities [s. 16(3)] Appointment of person to conduct activities (s. 17)	R 7 500 R 5 000 R 7 500 R 5 000 R 5 000 R 5 000 R 5 000 R 5 000
At least  R 250 000 000,  but less than  R 1 billion.	Application (s.11) Initial Registration Notice to review [Schedule 1 Item 4 (6)] Annual Renewal of registration Transfer Fee (s.15) Request for variation of conditions [s. 16(1)] Notice of change in location or activities [s. 16(3)] Appointment of person to conduct activities (s. 17)	R 10 000 R 7 500 R 10 000 R 7 500 R 7 500 R 7 500 R 7 500 R 7 500
At least  R 1 billion.	Application (s.11) Initial Registration Notice to review [Schedule 1 Item 4 (6)] Annual Renewal of registration Transfer Fee (s.15) Request for variation of conditions [s. 16(1)] Notice of change in location or activities [s. 16(3)] Appointment of person to conduct activities (s. 17)	R 25 000 R 15 000 R 25 000 R 15 000 R 15 000 R 15 000 R 15 000 R 15 000

## NATIONAL LIQUOR REGULATIONS, 2004

Part 2 – Delivery of Documents, Form of National Register and Fees : Division B – National Liquor Authority Office Functions

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- (2) An application fee must be paid at the same time that the application is filed.
  - (3) An initial registration fee must be paid -
    - (a) within 30 days after the applicant receives a final statement of conditions of registration; and
    - (b) before the registration certificate may be issued.
  - (4) An annual renewal fee must be paid -
    - (a) At least one month before the anniversary date of the registrant's registration certificate; and
    - (b) before a renewal certificate will be issued.
  - (5) The National Liquor Authority may charge a fee of -
    - (a) R 100-00 for any person to inspect a copy of a document that is in the possession of the National Liquor Authority and permitted to be inspected in terms of the Act,
    - (b) R1-00 per A4-size page or part thereof to any person wishing to copy a record in the possession of the National Liquor Authority; and
    - (c) R2-00 each for the National Liquor Authority's certificate on certified copies of documents.
  - (6) A fee payment will be deemed to be received on -
    - (a) the date that a cheque or money order in payment of that fee is delivered to the Department of Trade and Industry; or
    - (b) the date that a direct deposit or an electronic transfer of funds in the amount of that fee is credited to the account of the Department of Trade and Industry at the financial institution to which it is transferred.

## NATIONAL LIQUOR REGULATIONS, 2004

Part 3 – Threshold Volumes : Division B – National Liquor Authority Office Functions

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**Part 3 – Threshold Volumes****12. Threshold volume for manufacturing**

- (1) A micro-manufacturer may not exceed the following threshold volumes of liquor for the purposes of section 4(5)(a) of the Act:
  - (a) for manufacturers of beer, 100 million litres per year;
  - (b) for the manufacture of Traditional African beer, 50 million litres per year;
  - (c) for manufacturers of wine, 4 million litres per year; and
  - (d) for manufacture of spirits and/or any other liquor, 2 million litres per year.
- (2) If a person manufactures liquor of more than one of the categories listed in sub-Regulation (1), and falls above the threshold for any of those categories, that person is deemed to fall above the threshold for all the categories.

## NATIONAL LIQUOR REGULATIONS, 2004

Part 4 – Registration : Division B – National Liquor Authority Office Functions

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**Part 4 – Registration****13. General registration requirements**

- (1) A person wishing to be registered in terms of Section 11 must file Form NLA 1, which must-
  - (a) satisfy all the filing instructions set out in that Form, and
  - (b) have attached to it all the documents required by those instructions.
- (2) The application requirements for registration are not complete until the applicant has -
  - (a) paid the required fees to the satisfaction of the National Liquor Authority; and
  - (b) responded, to the satisfaction of the National Liquor Authority, to any-
    - (i) Demand for additional payment, in form NLA 2, issued to it by the National Liquor Authority in terms of sub-Regulation (4) or Regulation 14 (1);
    - (ii) Notice of Incomplete Filing in Form NLA 3 issued to it by the National Liquor Authority in terms of Regulation 14 (1) or (4); or
    - (iii) Demand for Corrected Information in Form NLA 4 issued to it by the National Liquor Authority in terms of Regulation 14 (1) or (5)and either not taken on review, or confirmed on review.
- (3) The prescribed fees may be paid separately from the remaining items required under this Regulation.
- (4) If, as a result of information available to it, the National Liquor Authority believes that the applicant has underestimated the required fees payable with an application, the National Liquor Authority may issue a Demand for Additional Fees, in form NLA 2.

## NATIONAL LIQUOR REGULATIONS, 2004

Part 4 – Registration : Division B – National Liquor Authority Office Functions

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**14. Review of notification**

- (1) Within 14 business days after receiving an application in terms of section 11, the National Liquor Authority must either -
  - (a) issue a -
    - (i) Demand for Additional Payment in Form NLA 2; or
    - (ii) Notice of Incomplete Filing in Form NLA 3; or
    - (iii) Demand for Corrected Information in Form NLA 4; or
  - (b) proceed to consider the application for registration.
- (2) The applicant must respond within 14 business days after receiving a form referred to in sub-regulation 1(a).
- (3) If the National Liquor Authority concludes that the application appears to fall outside the jurisdiction of the Act, the National Liquor Authority must -
  - (a) deliver to the applicant a Notice of Non-jurisdiction in Form NLA 5; and
  - (b) refund all the fees paid on filing to the applicant.
- (4) At any time during the registration process, the National Liquor Authority may request an applicant to provide additional information relevant to the application for registration, and the applicant must provide that information within 14 business days.
- (5) If, at any time, the National Liquor Authority believes that a document filed in respect of an application contains incorrect information, the National Liquor Authority may issue a Demand for Corrected Information in Form NLA 4 to the person that filed that document, and that person must provide the information within 14 business days.

## NATIONAL LIQUOR REGULATIONS, 2004

Part 4 – Registration : Division B – National Liquor Authority Office Functions

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**15. Conditional registration**

- (1) After considering the application in terms of section 13, the National Liquor Authority may deliver to the applicant either –
  - (a) a final statement of conditions of registration in Form NLA 8; or
  - (b) a statement of proposed conditions in Form NLA 6.
- (2) Within the time prescribed in section 13(6), the applicant must respond to any proposed conditions by filing a consent to, or refusal of, proposed conditions in Form NLA 7.
- (3) Upon receiving a consent to proposed conditions, the National Liquor Authority must deliver a final statement of conditions of registration in Form NLA 8.
- (4) Upon receiving a refusal of proposed conditions, and after considering the submission by the applicant in support of that refusal, the National Liquor Authority must deliver a final statement of conditions of registration in Form NLA 8.
- (5) If the applicant does not respond at all to Form NLA 6, the National Liquor Authority must notify the applicant in writing that the application is refused in terms of section 13(7)(b)(i).
- (6) When an applicant has paid the initial annual registration fee, as set out in Form NLA 8, the National Liquor Authority must deliver a registration certificate in Form NLA 9 to the registrant.

**16. Other applications**

- (1) A registrant may apply for re-consideration of the conditions of a registration in terms of Section 16 (1)(c), by filing Form NLA 12 and paying the prescribed fee.
- (2) A registrant who proposes to relocate or alter the nature or conduct of its activities must apply to the National Liquor Authority by filing Form NLA 14, and paying the prescribed fee.

## NATIONAL LIQUOR REGULATIONS, 2004

Part 4 – Registration : Division B – National Liquor Authority Office Functions

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- (3) An application to transfer registration may be made by either the transferor or transferee, by filing Form NLA 10, and paying the prescribed application fee.
  - (4) Regulation 14 (1), (2), (3), and (4), and Regulation 15, each read with the changes required by the context, apply to an application under this Regulation.

**17. Other notices**

- (1) Within 7 business days after applying to a provincial regulatory authority for registration as a micro-manufacturer or as a retailer, a registrant must so advise the National Liquor Authority, by filing Form NLA 13.
- (2) A Notice of acquisition of control of a registered person must be reported by the acquiring firm, by filing Form NLA 11.
- (3) A Notice of voluntary cancellation of registration must be given by the registrant, or the administrator of the estate of the registrant, by filing Form NLA 17.
- (4) A Notice of sequestration or winding up of registrant must be given by the administrator of the estate, by filing Form NLA 18.

## NATIONAL LIQUOR REGULATIONS, 2004

Part 5 – Compliance : Division B – National Liquor Authority Office Functions

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Part 5 – Compliance

## 18. Complaints

- (1) An inspector, or a person adversely affected by conduct inconsistent with the Act, may file a complaint in Form NLA 20, alleging that –
  - (a) an unregistered person is engaging in conduct in respect of which the Act requires that person to be registered; or
  - (b) a registrant has acted in contravention of the Act or a condition of registration.
- (2) If a complaint alleges conduct that is an offence in terms of section 34, the National Liquor Authority must –
  - (a) assign an inspector to investigate the complaint, if it was not filed by an inspector; or
  - (b) refer the matter to the Director of Public Prosecutions.
- (3) After investigating a complaint assigned in terms of sub-regulation (2)(a), an inspector may –
  - (a) issue a compliance notice to the registrant, if any, in accordance with section 31 and Regulation 19;
  - (b) if the complaint alleges that an unregistered person is engaging in activity in respect of which the Act requires registration, issue a notice to cease that conduct; or
  - (c) recommend to the National Liquor Authority that the complaint be –
    - (i) dismissed, if there is too little evidence to support the allegations; or
    - (ii) referred to the Director of Public Prosecutions.

## NATIONAL LIQUOR REGULATIONS, 2004

Part 5 – Compliance : Division B – National Liquor Authority Office Functions

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**19. Compliance Notices**

- (1) If a registrant appears to have breached an obligation of its registration, the National Liquor Authority must deliver to that registrant a compliance notice in Form NLA 21.
- (2) Within 21 days after receiving a Compliance Notice, a registrant may –
  - (a) submit to the National Liquor Authority a plan to remedy the breach; or
  - (b) request the National Liquor Authority to review the Compliance Notice on the grounds that the firm has substantially complied with its obligations.
- (3) If a registrant submits a plan to the National Liquor Authority in terms of sub-Regulation (2)(a), the National Liquor Authority may either-
  - (a) accept the proposed plan; or
  - (b) reject the proposed plan, and invite the firm to consult with the National Liquor Authority concerning the apparent breach, with the aim of establishing a plan satisfactory to the National Liquor Authority by which all of the registrant's obligations with respect to the approval or conditional approval may be satisfied.
- (4) If the National Liquor Authority accepts a proposed plan, in terms of either sub-Regulation (3)(a) or (b), the National Liquor Authority must -
  - (a) monitor the registrant's compliance with the plan; and
  - (b) deliver a compliance certificate to the registrant when it has substantially met the requirements of the notice or plan, as the case may be.

**20. Information returns**

- (1) A registered person must file an annual information return in Form NLA 28, at least 30 days before the anniversary of the registrant's current registration certificate.

## NATIONAL LIQUOR REGULATIONS, 2004

Part 5 – Compliance : Division B – National Liquor Authority Office Functions

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- (2) A person referred to in section 42 (1) (b) (ii) must file an annual information return in Form NLA 29, on or before 31 March each year.

## NATIONAL LIQUOR REGULATIONS, 2004

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# **DECLARATION OF A SUBSTANCE TO BE LIQUOR UNDER THE LIQUOR ACT, 2003**

(Published in Government Notice R## in Government Gazette ##### of 2000)

In terms of sections 42 (2) of the Liquor Act, 2003 (Act No. 59 of 2003), The Minister of Trade and Industry hereby declares that -

- (a) a jelly like substance that contains alcohol and that is known as “jello’s”; and
- (b) any substance similar to that referred to in paragraph (a)

are liquor for the purposes of the Act.

## NATIONAL LIQUOR REGULATIONS, 2004

Part 5 – Compliance : Division B – National Liquor Authority Office Functions

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**REGULATIONS FOR THE  
REGULATION OF METHYLATED  
SPIRITS , AND RELATED MATTERS  
ARISING UNDER THE LIQUOR ACT,  
2003**

(Published in Government Notice R## in Government Gazette #### of 2000)

In terms of sections 5 and 42 of the Liquor Act, 2003 (Act No. 59 of 2003), The Minister of Trade and Industry has made the following regulations relating to the regulation of methylated spirits and other matters required under the Act, to come into operation at the time that the Act comes into operation.

## NATIONAL LIQUOR REGULATIONS, 2004

Part 5 – Compliance : Division B – National Liquor Authority Office Functions

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# METHYLATED SPIRITS REGULATIONS, 2004

## 1. Short title

These Regulations may be cited as the *Methylated Spirits Regulations, 2004*.

## 2. Interpretation

(1) Section 1 applies to the interpretation of these Regulations.

(2) In these Regulations,

- (a) a reference to a section by number refers to the corresponding section of the Act;
- (b) a reference to a regulation by number refers to the corresponding item of these Regulations; and
- (c) a reference to a sub-Regulation or paragraph by number refers to the corresponding item of the Regulation in which the reference appears.

(3) In these Regulations unless the context indicates otherwise,

- (a) "Act" means the *Liquor Act, 2003* (Act No. 59 of 2003), as amended from time to time;
- (b) "authorised dealer" means the holder of a general dealer's or a chemist's licence issued in terms of any Act; and
- (c) "in bulk" means a quantity of not less than ten litres contained in a single receptacle.

## 3. Sales of methylated spirit

(1) A manufacturer of methylated spirit may sell or supply methylated spirit only to:

- (a) an authorised dealer;

## NATIONAL LIQUOR REGULATIONS, 2004

Part 5 – Compliance : Division B – National Liquor Authority Office Functions

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- (b) a person who has been authorised in writing by the Secretary for Customs and Excise to purchase or obtain methylated spirit from a manufacturer of methylated spirit for any purpose, and subject to any conditions, that the Secretary may have determined; or
  - (c) an agent or master of a ship, if the methylated spirit is intended for export.
- (2) An authorised dealer may sell or supply methylated spirit in bulk only to:
  - (a) another authorised dealer;
  - (b) a person who has been authorised in writing by the Secretary for Customs and Excise to purchase or obtain methylated spirit from a manufacturer of methylated spirit for any purpose, and subject to any conditions, that the Secretary may have determined; or
  - (c) a medical practitioner, dentist, veterinarian, or an educational institution.
- (3) An authorised dealer must not sell or supply methylated spirit—
  - (a) on a closed day; or
  - (b) on any other day before 08h00 or after 17h00.

**4. Quantity sold and conditions of containers**

- (1) A person manufacturing methylated spirit must not sell or supply that spirit other than in bulk.
- (2) An authorised dealer must sell methylated spirit either –
  - (a) in bulk, to the extent permitted by Regulation 3(2); or
  - (b) in a container holding at least 500 millilitres and not more than 1 000 millilitres.
- (3) An authorised dealer must not sell more than 2 litres of methylated spirit at one time to a person not referred to in Regulation 3(2).
- (4) Except when sold in bulk, methylated spirit, must be sold or supplied in transparent receptacles –
  - (a) with a capacity of at least 500 millilitres and not more than 1 000 millilitres;
  - (b) which are securely stoppered or corked; and
  - (c) which are labelled -

## NATIONAL LIQUOR REGULATIONS, 2004

Part 5 – Compliance : Division B – National Liquor Authority Office Functions

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- (i) in English with the words "Methylated Spirit -Poisonous", and the equivalent in one other official language, in letters that are more conspicuous than other letters appearing on the label; and
- (ii) the name and business address of the authorised dealer.

## 5. Mixing spirit prohibited

An authorised dealer must not mix any solid or liquid substance with methylated spirit intended for sale or supply.

## 6. Register of purchases and sales

- (1) An authorised dealer must maintain a register at any place where the dealer receives, sells or supplies methylated spirit, and immediately record in that register -
  - (a) the following information with respect to every receipt of methylated spirit at that place:
    - (i) the date on which it was received;
    - (ii) the quantity received; and
    - (iii) the name and address of the person from whom it was purchased or acquired;
  - (b) the following information with respect to every sale or supply of methylated spirit from that place:
    - (i) the date of sale or supply;
    - (ii) the name and residential address of the person to whom the methylated spirit is sold or supplied; and
    - (iii) the quantity of methylated spirit so sold or supplied.
- (2) Every register kept in terms of this Regulation must be retained by the authorised dealer for a period of 12 months from the date of the last entry therein.

## NATIONAL LIQUOR REGULATIONS, 2004

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## LIQUOR ACT 27 OF 1989

DECLARATION OF A DRINK OR SUBSTANCE TO BE LIQUOR FOR THE  
PURPOSES OF THE LIQUOR ACT, 1989

5

**NOTE:-This notice was promulgated in terms of Government Notice 2384 in Government Gazette 13547 of 4 October, 1991.**

10 I, David de Villiers Graaff, Deputy Minister of Trade and Industry and Tourism, hereby, in terms of section 2 (2) (b) of the Liquor Act, 1989 (Act No. 27 of 1989), declare the substance, particulars of which appear in the Schedule hereto, with effect from the date of this publication, to be liquor for the purposes of the Liquor Act, 1989.

15

D. DE V. GRAAFF Deputy  
Minister of Trade and Industry and Tourism

## SCHEDULE

20

A jelly-like substance which contains alcohol and which is known as "Jello's" and any similar substance.

# REPUBLIC OF SOUTH AFRICA

## NATIONAL LIQUOR AUTHORITY

### INSTRUCTIONS

This form is prescribed for use in terms of the Liquor Act, 2003, and the National Liquor Regulations, 2004.

This form may be used for requesting an extension of time in terms of any section of the Liquor Act, 2003, and the National Liquor Regulations, 2004 that permits the Minister to extend a time limit.

There is no fee for filing this form.

The applicant must sign this form in the space provided.

### CONTACTING THE NATIONAL LIQUOR AUTHORITY

National Liquor Authority  
77 Meintjes St.  
Private Bag X 84  
Pretoria 0001  
Republic of South Africa  
tel: 0861 843 384  
fax: 27 012 394 0555  
email: nationalliquorauthority@  
thedli.gov.za

### FORM NLA 0

## Application for Extension of Time

DATE: \_\_\_\_\_ REFERENCE #: \_\_\_\_\_

TO: THE MINISTER OF TRADE AND INDUSTRY

Please take notice that the applicant or registrant under the above reference number requests an extension of time until \_\_\_\_\_ (date) to file the following document: \_\_\_\_\_.

The reasons for this request are:

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REGISTRANT'S NAME AND ADDRESS:

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APPLICANT'S SIGNATURE, AND NAME AND ADDRESS, IF DIFFERENT

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# REPUBLIC OF SOUTH AFRICA

## NATIONAL LIQUOR AUTHORITY

### INSTRUCTIONS

This form is prescribed for use in terms of section 11 of the Liquor Act, 2003.

The applicant must sign this form in the space provided.

In addition to filing this form the applicant must complete and file Form NLA 1/1.

### CONTACTING THE NATIONAL LIQUOR AUTHORITY

National Liquor Authority  
77 Meintjes St.  
Private Bag X 84  
Pretoria 0001  
Republic of South Africa  
tel: 0861 843 384  
fax: 27 012 394 0565  
email: nationalliquorauthority@  
thedli.gov.za

### FORM NLA 1

#### Application for Registration

DATE: \_\_\_\_\_ APPLICATION #: \_\_\_\_\_

TO: THE MINISTER OF TRADE AND INDUSTRY

Please take notice that the applicant named below hereby applies to be registered in terms of the Liquor Act, 2003, as

\_\_\_ A Manufacturer

\_\_\_ A Distributor

\_\_\_ Both a Manufacturer and Distributor.

#### APPLICANT'S DETAILS:

Name \_\_\_\_\_

Identity or registration number \_\_\_\_\_

Business name, if different \_\_\_\_\_

Registered office address and contact numbers

\_\_\_\_\_ Phone \_\_\_\_\_

Business address and contact numbers, if different

\_\_\_\_\_ Phone \_\_\_\_\_

Address of proposed registered activities

I declare/affirm that the information furnished in this application, and in the documents attached to it, is true.

Name \_\_\_\_\_ Signature \_\_\_\_\_

Address \_\_\_\_\_

Date \_\_\_\_\_

This form is prescribed by the Minister of Trade and Industry in terms of section 42 of the Liquor Act, 2003 (Act No. 59 of 2003).

# REPUBLIC OF SOUTH AFRICA

## NATIONAL LIQUOR AUTHORITY

### INSTRUCTIONS

This form is prescribed for use in terms of sections 11 and 13 of the Liquor Act, 2003.

Please also attach the following:

1. A sheet setting out the name, race, gender, identity number and address of each person, including the applicant or proposed transferee, who will have a financial interest in the business, and in each case, the nature and extent of that interest.

2. A sheet setting out the financial interest of the applicant or proposed transferee in the liquor industry within the Republic, and if the applicant or proposed transferee is not an individual, provide equivalent information with respect to each shareholder, member, partner or beneficiary of the applicant or proposed transferee.

3. A sheet setting out separately the commitments made by the applicant or proposed transferee towards black economic empowerment, and combating alcohol abuse, including details of any relevant charters, or industry codes of conduct.

4. A sheet describing in detail the extent to which your activities will affect new entrants to the industry, job creation, diversity of ownership, efficiency of operation, exports and competition within the industry.

### CONTACTING THE NATIONAL LIQUOR AUTHORITY

National Liquor Authority

77 Meintjes St

Private Bag X 84

Pretoria 0001

Republic of South Africa

tel: 0861 843 384

fax: 27 012 394 0556

email: nationalliquorauthority@thedti.gov.za

### FORM NLA 1/1

#### ATTACHED TO AND FORMING PART OF:

\_\_\_\_\_ Application for Registration

\_\_\_\_\_ Application to Transfer Registration

\_\_\_\_\_ Notice for review

submitted by: \_\_\_\_\_

#### DESCRIPTION OF APPLICANT OR PROPOSED TRANSFeree

If the applicant or proposed transferee is an individual, is that individual:

(i) a minor \_\_\_\_\_ (yes /no)

(ii) an unrehabilitated insolvent \_\_\_\_\_ (yes /no)

(iii) committed in terms of the Mental Health Act, 1973 \_\_\_\_\_ (yes /no)

(iv) a person who has been convicted of an offence as contemplated in section 11(2)(d) or (e) of the Liquor Act, 2003 \_\_\_\_\_ (yes /no).

If the answer to any of the above is "yes", attach a sheet setting out full details.

If the applicant or proposed transferee is not an individual, attach a sheet setting out the names of each person who has a controlling interest in , or is a director or board member, or main beneficiary of, the applicant or proposed transferee, and with respect to each such person, indicate, and provide full details if "yes" whether that individual is:

(a) a minor \_\_\_\_\_ (yes /no);

(b) an unrehabilitated insolvent \_\_\_\_\_ (yes /no);

(c) committed in terms of the Mental Health Act, 1973 \_\_\_\_\_ (yes /no); or

(d) a person who has been convicted of an offence contemplated in section 11(2)(d) or (e) of the Liquor Act, 2003 \_\_\_\_\_ (yes /no).

#### DESCRIPTION OF ACTIVITIES

Kind of liquor manufactured or distributed: \_\_\_\_\_

Premises from which liquor is manufactured or distributed, with reference to street, erf number, farm number, town, city and province  
\_\_\_\_\_

Will you distribute liquor manufactured elsewhere? \_\_\_\_\_ (yes/no)

Will you distribute liquor across provincial boundaries \_\_\_\_\_ (yes/no)

If yes, attach a sheet setting out full details.

This form is prescribed by the Minister of Trade and Industry in terms of section 42 of the Liquor Act, 2003 (Act No. 59 of 2003).

# REPUBLIC OF SOUTH AFRICA

## NATIONAL LIQUOR AUTHORITY

### INSTRUCTIONS

This form is prescribed for use in terms of Regulation 13(4) of the National Liquor Regulations, 2004.

In terms of section 24 of the Liquor Act, 2003, this decision is subject to review or appeal to the extent provided for and in accordance with the Promotion of Administrative Justice Act, 2000 (Act No. 3 of 2000).

In terms of Regulation 14(2) of the National Liquor Regulations, 2004, the failure to comply with this notice within 14 business days may result in the Minister refusing the application or cancelling the registration.

### CONTACTING THE NATIONAL LIQUOR AUTHORITY

National Liquor Authority  
77 Meintjes St.  
Private Bag X 84  
Pretoria 0001  
Republic of South Africa  
tel: 0861 843 384  
fax: 27 012 394 0555  
email: [nationalliquorauthority@thedti.gov.za](mailto:nationalliquorauthority@thedti.gov.za)

## FORM NLA 2

### Demand for Additional Payment

DATE: \_\_\_\_\_ REFERENCE #: \_\_\_\_\_

To: \_\_\_\_\_

The registrant, or applicant for registration, named above is hereby informed that all or part of the following required fee remains outstanding:

- \_\_\_ Application fee.
- \_\_\_ Initial registration fee.
- \_\_\_ Annual registration renewal fee for the year \_\_\_\_.
- \_\_\_ Fee for review of converted licence.
- \_\_\_ Transfer fee.
- \_\_\_ Fee to review conditions of registration.
- \_\_\_ Fee to review notice to alter location of activities.
- \_\_\_ Fee to review request for an administrator.

Based on an NLA estimate of the applicant or registrant's annual turnover from registered activities of R \_\_\_\_\_, the total amount due, in accordance with Regulation 11 of the National Liquor Regulations, is R \_\_\_\_\_.

The amount paid to date is R \_\_\_\_\_.

The balance due immediately is R \_\_\_\_\_.

**NATIONAL LIQUOR AUTHORITY  
FOR THE MINISTER OF TRADE AND INDUSTRY**

# REPUBLIC OF SOUTH AFRICA

## NATIONAL LIQUOR AUTHORITY

### INSTRUCTIONS

This form is prescribed for use in terms of Regulation 14 of the National Liquor Regulations, 2004.

In terms of section 12 (1)(a) of the Liquor Act, 2003, read with Regulations 14(1) and (2) of the National Liquor Regulations 2004, the failure to comply with this notice within 14 business days may result in the Minister refusing to register the applicant or cancelling the registration.

In terms of Item 4(9)(b) of Schedule (1) of the Act, if this notice concerns the filing of Form NLA 25, the failure to comply with this notice within 6 months could result in the Minister cancelling the registration in accordance with Section 20 (4), (5) and (6) of the Act.

In terms of section 24 of the Liquor Act, 2003 this decision is subject to review or appeal to the extent provided for and in accordance with the Promotion of Administrative Justice Act, 2000 (Act No. 3 of 2000).

### CONTACTING THE NATIONAL LIQUOR AUTHORITY

National Liquor Authority  
77 Meintjes St.  
Private Bag X 84  
Pretoria 0001  
Republic of South Africa  
tel: 0861 843 384  
fax: 27 012 394 0565  
email: nationalliquorauthority@  
thediti.gov.za

### FORM NLA 3

## Notice of Incomplete Filing

DATE: \_\_\_\_\_ REFERENCE #: \_\_\_\_\_

To: \_\_\_\_\_

The registrant, or applicant for registration, named above is hereby informed that the following material remains outstanding in relation to the filing of Form NLA \_\_\_\_ dated \_\_\_\_:

NATIONAL LIQUOR AUTHORITY  
FOR THE MINISTER OF TRADE AND INDUSTRY



# REPUBLIC OF SOUTH AFRICA

## NATIONAL LIQUOR AUTHORITY

### INSTRUCTIONS

This form is prescribed for use in terms of section 12, and item 4 of Schedule 1, of the Liquor Act, 2003, and Regulation 14(3) of the National Liquor Regulations, 2004.

In terms of section 24 of the Liquor Act, 2003, this decision is subject to review or appeal to the extent provided for and in accordance with the Promotion of Administrative Justice Act, 2000 (Act No. 3 of 2000).

### CONTACTING THE NATIONAL LIQUOR AUTHORITY

National Liquor Authority  
77 Meintjes St  
Private Bag X 84  
Pretoria 0001  
Republic of South Africa  
tel: 0861 843 384  
fax: 27 012 394 0555  
email: nationalliquorauthority@  
thedti.gov.za

### FORM NLA 5

#### Notice of Non-jurisdiction or Refusal to Register

DATE: \_\_\_\_\_ REFERENCE #: \_\_\_\_\_

To: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please take notice that :

- The National Liquor Authority will not consider the above referenced application for registration, because it appears that the application concerns activity that is not required to be registered in terms of the Liquor Act, 2003, and therefore does not fall within the jurisdiction of the National Liquor Authority.
- The National Liquor Authority, on behalf of the Minister of Trade and Industry, hereby refuses the above referenced application for registration, on the grounds that the applicant:
  - is disqualified in terms of section 11(2) of the Act.
  - has failed to comply with a request for information, or payment issued in terms of the Act.
  - has failed to respond to a proposal for conditions of registration.
- Particulars are attached.

**NATIONAL LIQUOR AUTHORITY  
FOR THE MINISTER OF TRADE AND INDUSTRY**

# REPUBLIC OF SOUTH AFRICA

## NATIONAL LIQUOR AUTHORITY

### INSTRUCTIONS

This form is prescribed for use in terms of Section 13 and Item 4 of Schedule 1 of the Liquor Act, 2003, and Regulation 15 of the National Liquor Regulations 2004.

Any conditions set out in an attachment referred to on this form are of the same effect as if they were printed on this form.

In terms of section 13 of the Liquor Act, 2003, the applicant or registrant must respond to this notice by filing Form NLA 7 within 30 days after the date of this Notice, or such longer time as the Minister may permit on application.

To request an extension of time for filing a response, please submit an application in Form NLA 0.

Failure to respond to this notice may result in the Minister refusing to register the applicant or cancelling the registration.

### CONTACTING THE NATIONAL LIQUOR AUTHORITY

National Liquor Authority  
77 Meintjes St.  
Private Bag X 84  
Pretoria 0001  
Republic of South Africa  
tel: 0861 843 384  
fax: 27 012 394 0555  
email: [nationalliquorauthority@thedti.gov.za](mailto:nationalliquorauthority@thedti.gov.za)

### FORM NLA 6

### Proposal for Conditions of Registration

DATE: \_\_\_\_\_ REFERENCE #: \_\_\_\_\_

To: \_\_\_\_\_

The National Liquor Authority, on behalf of the Minister of Trade and Industry, hereby proposes the following as conditions of registration in terms of section 13, or Item 4 of Schedule 1, of the Liquor Act 2003 for the reasons set out in the attached covering letter.

\_\_\_\_\_  
NATIONAL LIQUOR AUTHORITY  
FOR THE MINISTER OF TRADE AND INDUSTRY

# REPUBLIC OF SOUTH AFRICA

## NATIONAL LIQUOR AUTHORITY

### INSTRUCTIONS

This form is prescribed for use in terms of Section 13 and Item 4 of Schedule 1 of the Liquor Act, 2003, and Regulation 15 of the National Liquor Regulations, 2004.

There is no fee for filing this form.

The applicant or registrant must sign this form in the space provided.

### CONTACTING THE NATIONAL LIQUOR AUTHORITY

National Liquor Authority  
77 Meintjes St.  
Private Bag X 84  
Pretoria 0001  
Republic of South Africa  
tel: 0861 843 384  
fax: 27 012 394 0555  
email: nationalliquorauthority@  
thedfi.gov.za

### FORM NLA 7

Consent to, or Refusal of, Proposed Conditions of Registration

DATE: \_\_\_\_\_ REFERENCE #: \_\_\_\_\_

TO: THE MINISTER OF TRADE AND INDUSTRY

Please take notice that the applicant or registrant under the above referenced file number

\_\_\_\_\_ consents to each and every proposed condition of registration set out in Form NLA 6, dated \_\_\_\_\_.

\_\_\_\_\_ objects to the following conditions, as enumerated in Form NLA 6, dated \_\_\_\_\_, for the reasons set out in the attached covering letter.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

APPLICANT'S OR REGISTRANT'S SIGNATURE, NAME AND ADDRESS:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# REPUBLIC OF SOUTH AFRICA

## NATIONAL LIQUOR AUTHORITY

### INSTRUCTIONS

This form is prescribed for use in terms of Section 13 and Item 4 of Schedule 1 of the Liquor Act, 2003, and Rule 15 of the National Liquor Regulations, 2004.

Any conditions set out in an attachment referred to on this form are of the same effect as if they were printed on this form.

In terms of section 24 of the Liquor Act, 2003, this decision is subject to review or appeal to the extent provided for and in accordance with the Promotion of Administrative Justice Act, 2000 (Act No. 3 of 2000).

### CONTACTING THE NATIONAL LIQUOR AUTHORITY

National Liquor Authority  
77 Melinjes St.  
Private Bag X 84  
Pretoria 0001

Republic of South Africa  
tel: 0861 843 884

fax: 27 012 394 0555

email: [nationalliquorauthority@thedti.gov.za](mailto:nationalliquorauthority@thedti.gov.za)

## FORM NLA 8

### Conditions of Registration

DATE: \_\_\_\_\_

REFERENCE #: \_\_\_\_\_

To: \_\_\_\_\_

The registrant named above is informed that the National Liquor Authority, on behalf of the Minister of Trade and Industry, hereby imposes the following as conditions of registration in terms of section 13, or Item 4 of Schedule 1, of the Liquor Act, 2003, for the reasons set out in the attached covering letter.

**NATIONAL LIQUOR AUTHORITY  
FOR THE MINISTER OF TRADE AND INDUSTRY**

# REPUBLIC OF SOUTH AFRICA

## NATIONAL LIQUOR AUTHORITY

### INSTRUCTIONS

This form is prescribed for use in terms of Section 14 of the Liquor Act, 2003.

In terms of Section 14 of the Act -

(a) registration takes effect on the date this certificate was issued, and continues until the registration is cancelled;

(b) the registrant must reflect its registered status and the registration number shown on this certificate, on all trading documents;

(c) the registrant must comply with the Act and any conditions of registration shown on Form NLA 8, if applicable;

(d) the registrant must keep any prescribed records;

(e) at least 30 days before the anniversary of the date on which this certificate was issued, the registrant must -

1. file an annual information return in Form NLA 28, and

2. pay the annual registration fee, calculated in accordance with Regulation 11 of the National Liquor Regulations, 2004.

### CONTACTING THE NATIONAL LIQUOR AUTHORITY

National Liquor Authority  
77 Meintjes St.  
Private Bag X 84  
Pretoria 0001  
Republic of South Africa  
tel: 0861 843 384  
fax: 27 012 394 0555  
email: nationalliquorauthority@  
thedti.gov.za

## FORM NLA 9 Registration Certificate

DATE: \_\_\_\_\_ REFERENCE #: \_\_\_\_\_

To: \_\_\_\_\_

The registrant named below is hereby registered under the Liquor Act, 2003 as -

\_\_\_ a manufacturer

\_\_\_ a distributor

\_\_\_ both a manufacturer and a distributor.

This registration is -

\_\_\_ unconditional

\_\_\_ subject to the conditions set out in Form NLA 8, attached.

### REGISTRANT'S NAME, AND ADDRESS OF PREMISES AT OR FROM WHICH THE REGISTERED ACTIVITIES MAY BE CONDUCTED:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**NATIONAL LIQUOR AUTHORITY  
FOR THE MINISTER OF TRADE AND INDUSTRY**

# REPUBLIC OF SOUTH AFRICA

## NATIONAL LIQUOR AUTHORITY

### INSTRUCTIONS

This form is prescribed for use in terms of section 15 of the Liquor Act, 2003.

In terms of section 15(1) of the Act, either the registrant or the proposed transferee may submit this form at any time.

The proposed transferee and the registrant must sign below the statement of certification.

The Proposed Transferee must sign this form below the transferee's certification, and the applicant must sign below the applicant's certification.

In addition to filing this Form, the applicant must -

1. Complete and file of Form NLA 1/1; and

2. Pay the required filing fee set out in Regulation 11 of the National Liquor Regulations, 2004.

### CONTACTING THE NATIONAL LIQUOR AUTHORITY

National Liquor Authority  
77 Meintjes St.  
Private Bag X 84  
Pretoria 0001  
Republic of South Africa  
tel: 0861 843 384  
fax: 27 012 394 0555  
email: [nationalliquorauthority@thedti.gov.za](mailto:nationalliquorauthority@thedti.gov.za)

### FORM NLA 10

## Application to Transfer Registration

DATE: \_\_\_\_\_ REFERENCE #: \_\_\_\_\_

TO: THE MINISTER OF TRADE AND INDUSTRY

Please take notice that the registrant under the above referenced registration, or the proposed transferee of that registration, requests the Minister of Trade and Industry to transfer that registration to the person named below, with effect from \_\_\_\_\_.

The proposed transferee -

1. is not disqualified in terms of section 11(2) of the Act;

2. \_\_\_\_ is / \_\_\_\_ is not a registrant under the Act.

### REGISTRANT'S NAME AND ADDRESS:

\_\_\_\_\_  
\_\_\_\_\_

### NAME, ADDRESS AND CONSENT OF PROPOSED TRANSFEE:

\_\_\_\_\_  
\_\_\_\_\_

I consent to this request for transfer of registration, and to having the registration transferred as proposed in terms of section 15 of the Liquor Act, 2003. If the transfer is approved, I will administer the registered activities in compliance with the Act and any conditions of that registration.

### NAME, ADDRESS AND CERTIFICATION OF APPLICANT:

\_\_\_\_\_  
\_\_\_\_\_

I certify that, to the best of my knowledge and belief, the proposed transferee is not disqualified in terms of section 11(2) of the Liquor Act, 2003, and that the information set out above and in the attached Form NLA 1/1 is true.

# REPUBLIC OF SOUTH AFRICA NATIONAL LIQUOR AUTHORITY

## INSTRUCTIONS

This form is prescribed for use in terms of section 15 of the Liquor Act, 2003.

The Acquiring registrant must sign this form in the space provided.

## FORM NLA 11

### Notice of Acquisition of Control

DATE: \_\_\_\_\_ REFERENCE #: \_\_\_\_\_

TO: THE MINISTER OF TRADE AND INDUSTRY

Please take notice that -

1. Control of the registrant under the above referenced registration has been acquired by another person, with effect from \_\_\_\_\_.
2. The person who has acquired control of the registrant is a registrant holding a different category of registration, under Registration Certificate # \_\_\_\_\_.

REGISTRANT'S NAME AND ADDRESS:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

SIGNATURE, NAME AND ADDRESS OF ACQUIRING REGISTRANT:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## CONTACTING THE NATIONAL LIQUOR AUTHORITY

National Liquor Authority  
77 Meintjes St.  
Private Bag X 84  
Pretoria 0001  
Republic of South Africa  
tel: 0861 843 384  
fax: 27 012 394 0555  
email: nationalliquorauthority@  
thedti.gov.za

# REPUBLIC OF SOUTH AFRICA

## NATIONAL LIQUOR AUTHORITY

### INSTRUCTIONS

This form is prescribed for use in terms of section 16 of the Liquor Act, 2003.

In addition to filing this Form, the applicant must pay the required filing fee set out in Regulation 11 of the National Liquor Regulations, 2004.

The Applicant must sign this form in the space provided.

### CONTACTING THE NATIONAL LIQUOR AUTHORITY

National Liquor Authority  
77 Meintjes St  
Private Bag X 84  
Pretoria 0001  
Republic of South Africa  
tel: 0861 843 384  
fax: 27 012 394 0555  
email: nationalliquorauthority@  
thedti.gov.za

### FORM NLA 12

#### Application for Review of Conditions of Registration

DATE: \_\_\_\_\_ REFERENCE #: \_\_\_\_\_

#### TO: THE MINISTER OF TRADE AND INDUSTRY

Please take notice that the registrant under the above referenced registration wishes the Minister to commence a review of the conditions of that registration.

#### REGISTRANT'S SIGNATURE, NAME AND ADDRESS:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# REPUBLIC OF SOUTH AFRICA

## NATIONAL LIQUOR AUTHORITY

### INSTRUCTIONS

This form is prescribed for use in terms of section 16(2) of the Liquor Act, 2003.

In terms of Regulation 17(1) of the National Liquor Regulations, 2004, this form must be filed within 7 days after a registrant applies for provincial registration as a retailer or micro-manufacturer.

The registrant must sign this form in the space provided.

There is no fee for filing this form.

### CONTACTING THE NATIONAL LIQUOR AUTHORITY

National Liquor Authority  
77 Meintjes St  
Private Bag X 84  
Pretoria 0001

Republic of South Africa  
tel: 0861 843 384  
fax: 27 012 394 8555  
email: nationalliquorauthority@  
thedti.gov.za

### FORM NLA 13

## Notice of Application for Registration as a Retailer or Micro-manufacturer

DATE: \_\_\_\_\_ REFERENCE #: \_\_\_\_\_

### TO: THE MINISTER OF TRADE AND INDUSTRY

Please take notice that the registrant under the above referenced registration applied on \_\_\_\_\_ to be registered as

\_\_\_\_\_ a liquor retailer

\_\_\_\_\_ indicate category of registration sought

\_\_\_\_\_ a micro-manufacturer

in the following province or provinces, under the application numbers shown (if number has been assigned):

Province \_\_\_\_\_ Application # \_\_\_\_\_

Province \_\_\_\_\_ Application # \_\_\_\_\_

Province \_\_\_\_\_ Application # \_\_\_\_\_

Use separate sheet for additional provincial applications, if needed.

### REGISTRANT'S SIGNATURE, NAME AND ADDRESS

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### NAME AND ADDRESS OF BUSINESS TO BE PROVINCIALLY REGISTERED, IF DIFFERENT

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# REPUBLIC OF SOUTH AFRICA

## NATIONAL LIQUOR AUTHORITY

### INSTRUCTIONS

This form is prescribed for use in terms of section 16 of the Liquor Act, 2003.

In addition to filing this Form, the applicant must pay the required filing fee set out in Regulation 11 of the National Liquor Regulations, 2004.

The registrant must sign this form in the space provided.

Within 30 days after the filing of this form, the National Liquor Authority will advise the registrant whether the Minister accepts the proposed changes, or will conduct a review of the registration, with a view to proposing new or altered conditions of registration in terms of section 16(4) of the Liquor Act, 2003.

### CONTACTING THE NATIONAL LIQUOR AUTHORITY

National Liquor Authority  
77 Meintjes St.  
Private Bag X 84  
Pretoria 0001  
Republic of South Africa  
tel: 0861 843 384  
fax: 27 012 394 0555  
email: nationalliquorauthority@  
thedti.gov.za

### FORM NLA 14

#### Notice to Alter or Relocate Registered Activities

DATE: \_\_\_\_\_ REFERENCE #: \_\_\_\_\_

TO: THE MINISTER OF TRADE AND INDUSTRY

Please take notice that, with effect from \_\_\_\_\_ (date) the registrant under the above referenced registration proposes to:

\_\_\_ relocate the premises at or from which it carries out its registered activities, to the following new location:

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_ alter the nature or conduct of its registered activities in the manner set out in the attached covering letter.

REGISTRANT'S SIGNATURE, NAME AND ADDRESS:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# REPUBLIC OF SOUTH AFRICA

## NATIONAL LIQUOR AUTHORITY

### INSTRUCTIONS

This form is prescribed for use in terms of section 16 of the Liquor Act, 2003.

In terms of section 24 of the Liquor Act, 2003, this decision is subject to review or appeal to the extent provided for and in accordance with the Promotion of Administrative Justice Act, 2000, (Act No. 3 of 2000).

### CONTACTING THE NATIONAL LIQUOR AUTHORITY

National Liquor Authority  
77 Meintjes St.  
Private Bag X 84  
Pretoria 0001  
Republic of South Africa  
tel: 0861 843 384  
fax: 27 012 394 0555  
email: nationalliquorauthority@  
thedti.gov.za

### FORM NLA 15

## Alteration of Location or Conduct of Registered Activities

DATE: \_\_\_\_\_ REFERENCE #: \_\_\_\_\_

To: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please take notice that :

\_\_\_\_\_  
The National Liquor Authority, on behalf of the Minister of Trade and Industry, accepts the registrant's proposed alteration of location or conduct of registered activities, as notified in Form NLA 14 dated \_\_\_\_\_.

\_\_\_\_\_  
The National Liquor Authority, on behalf of the Minister of Trade and Industry, hereby advises the registrant that it will conduct a review of the registrant's conditions of registration in light of the registrant's proposed alteration of location or conduct of registered activities, as notified in Form NLA 14 dated \_\_\_\_\_.

**NATIONAL LIQUOR AUTHORITY  
FOR THE MINISTER OF TRADE AND INDUSTRY**

# REPUBLIC OF SOUTH AFRICA

## NATIONAL LIQUOR AUTHORITY

### INSTRUCTIONS

This form is prescribed for use in terms of section 17 of the Liquor Act, 2003.

In terms of section 17(3) of the Act, any person may submit this form at any time before the appointment of an administrator of the estate of the registrant.

In addition to completing this form, the applicant must -

(a) give notice of this application to any person having a financial interest in the estate of the registrant;

(b) provide the Minister with proof of such notice; and

(c) if the Proposed Appointee is a registrant or registered person, a separate sheet setting out details of such registration must be filed.

The person proposed to be appointed must sign below the statement of consent to the appointment.

The applicant must sign below the statement of certification.

The fee for filing this form is set out in Regulation 11 of the National Liquor Regulations, 2004.

### CONTACTING THE NATIONAL LIQUOR AUTHORITY

National Liquor Authority  
77 Meintjes St.

Private Bag X 84  
Pretoria 0001

Republic of South Africa

tel: 0861 843 384

fax: 27 012 394 0555

email: nationalliquorauthority@  
thedti.gov.za

### FORM NLA 16

#### Application for Appointment of Person to Conduct Registered Activities on an Interim Basis

DATE: \_\_\_\_\_ REFERENCE #: \_\_\_\_\_

TO: THE MINISTER OF TRADE AND INDUSTRY

Please take notice that the applicant named below requests the Minister to appoint a person to conduct the registered activities of the registrant under the above referenced registration, on an interim basis, on the grounds that -

1. On \_\_\_\_\_ (date) the registrant -  
       \_\_\_\_\_ Died.                      \_\_\_\_\_ Became insolvent.  
       \_\_\_\_\_ Was placed under curatorship.
2. No administrator of the registrant's estate has yet been appointed.
3. There are reasonable grounds to believe that an administrator will be appointed by \_\_\_\_\_ (date).

#### REGISTRANT'S NAME AND ADDRESS:

\_\_\_\_\_  
 \_\_\_\_\_

#### NAME, ADDRESS AND CONSENT OF PROPOSED APPOINTEE:

\_\_\_\_\_  
 \_\_\_\_\_

I consent to being nominated by this application, and to being appointed in terms of section 17 of the Liquor Act, 2003. If appointed, I will conduct the registered activities in the name of the registrant in compliance with the Act and any conditions of that registration. I am \_\_\_ / am not \_\_\_ a registrant. I am \_\_\_ / am not \_\_\_ a registered person.

#### NAME, ADDRESS AND CERTIFICATION OF APPLICANT:

\_\_\_\_\_  
 \_\_\_\_\_

I certify that, to the best of my knowledge and belief, the proposed appointee is not disqualified in terms of section 11(2) of the Liquor Act, 2003, and that the information set out above is true.

# REPUBLIC OF SOUTH AFRICA

## NATIONAL LIQUOR AUTHORITY

### INSTRUCTIONS

This form is prescribed for use in terms of section 21 of the Liquor Act, 2003.

In terms of Regulation 17 of the National Liquor Regulations, 2004, the registrant, or the administrator of the estate of a registrant, may file this form.

The person filing the form must specify a date on which the cancellation of registration is to take effect. In terms of section 21 (b) of the Act, the cancellation date must be at least seven days after the date of this notice.

The registrant must sign this form in the space provided.

There is no fee for filing this form.

### CONTACTING THE NATIONAL LIQUOR AUTHORITY

National Liquor Authority  
77 Meintjes St.  
Private Bag X 84  
Pretoria 0001  
Republic of South Africa  
tel: 0861 843 384  
fax: 27 012 394 0555  
email: nationalliquorauthority@  
thedti.gov.za

### FORM NLA 17

#### Notice of Voluntary Cancellation of Registration

DATE: \_\_\_\_\_ REFERENCE #: \_\_\_\_\_

TO: THE MINISTER OF TRADE AND INDUSTRY

Please take notice that the registrant under the above referenced registration wishes to voluntarily cancel that registration with effect from \_\_\_\_\_.

The reasons for cancellation are:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

The registrant's undertakes to fulfil any conditions of registration, or obligations in terms of the Act that are outstanding as of the date of this notice, or that may arise on or before the date of cancellation.

REGISTRANT'S SIGNATURE, NAME AND ADDRESS:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

# REPUBLIC OF SOUTH AFRICA

## NATIONAL LIQUOR AUTHORITY

### INSTRUCTIONS

This form is prescribed for use in terms of section 22 of the Liquor Act, 2003.

In terms of section 22 of the Liquor Act, 2003, the liquidator or trustee of an estate of a registrant must submit this form to the Minister within 6 months after the date of sequestration or winding up of the registrant.

To request an extension of time for filing this notice, please submit an application in Form NLA 0.

The liquidator or trustee must sign this form in the space provided.

There is no fee for filing this notice.

### CONTACTING THE NATIONAL LIQUOR AUTHORITY

National Liquor Authority  
77 Meintjes St.

Private Bag X 84  
Pretoria 0001

Republic of South Africa

tel: 0861 843 384

fax: 27 012 394 0555

email: nationalliquorauthority@  
thedti.gov.za

### FORM NLA 18

## Notice of Sequestration or Winding-up of Registrant

DATE: \_\_\_\_\_

REFERENCE #: \_\_\_\_\_

### TO: THE MINISTER OF TRADE AND INDUSTRY

Please take notice that the registrant under the above referenced registration has been:

\_\_\_\_\_ Placed under sequestration, with effect from \_\_\_\_\_.

\_\_\_\_\_ wound up, with effect from \_\_\_\_\_.

### REGISTRANT'S NAME AND ADDRESS:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### NAME, ADDRESS AND SIGNATURE OF LIQUIDATOR OR TRUSTEE:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# REPUBLIC OF SOUTH AFRICA

## NATIONAL LIQUOR AUTHORITY

### INSTRUCTIONS

This form is prescribed for use in terms of section 25 of the Liquor Act, 2003.

When exercising the powers of an inspector in terms of the Liquor Act, 2003, the inspector is a peace officer as defined in section 1 of the Criminal Procedure Act, 1977, and may exercise the powers conferred on a peace officer by law.

### CONTACTING THE NATIONAL LIQUOR AUTHORITY

National Liquor Authority  
77 Meintjes St.  
Private Bag X 84  
Pretoria 0001  
Republic of South Africa  
tel: 0861 843 384  
fax: 27 012 394 0555  
email: nationalliquorauthority@  
thedti.gov.za

### FORM NLA 19

### Inspector's Certificate

DATE: \_\_\_\_\_ CERTIFICATE #: \_\_\_\_\_

**THE MINISTER OF TRADE AND INDUSTRY HEREBY APPOINTS**

\_\_\_\_\_

\_\_\_\_\_

to be an Inspector for the purposes of the Liquor Act, 2003, to investigate complaints in terms of the Act, to monitor and enforce compliance with the Act, and to perform any other functions and exercise any other powers conferred on an Inspector in terms of the Liquor Act, 2003.

**NATIONAL LIQUOR AUTHORITY**  
**FOR THE MINISTER OF TRADE AND INDUSTRY**

# REPUBLIC OF SOUTH AFRICA

## NATIONAL LIQUOR AUTHORITY

### INSTRUCTIONS

This form is prescribed for use in terms of section 26 of the Liquor Act, 2003.

The complainant must sign this form in the space provided.

### CONTACTING THE NATIONAL LIQUOR AUTHORITY

National Liquor Authority  
77 Meinjies St.  
Private Bag X 84  
Pretoria 0001  
Republic of South Africa  
tel: 0861 843 384  
fax: 27 012 394 0555  
email: nationalliquorauthority@  
thedti.gov.za

### FORM NLA 20 Complaint

DATE: \_\_\_\_\_ COMPLAINT #: \_\_\_\_\_

TO: THE MINISTER OF TRADE AND INDUSTRY

The complainant named below states that

\_\_\_\_\_  
\_\_\_\_\_

has acted in contravention of the Liquor Act, 2003.

The act or omission that constitutes a contravention of the Act occurred at:

\_\_\_\_\_

on or about \_\_\_\_\_

The nature of the alleged contravention is:

\_\_\_\_\_

\_\_\_\_\_

Particulars of the alleged contravention are set out on the sheets attached to this form.

COMPLAINANT'S SIGNATURE, NAME AND ADDRESS:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# REPUBLIC OF SOUTH AFRICA

## NATIONAL LIQUOR AUTHORITY

### INSTRUCTIONS

This form is prescribed for use in terms of section 31 of the Liquor Act, 2003.

In terms of section 31 of the Liquor Act, 2003, this notice remains in force until an inspector issues a compliance certificate in respect of it, unless it is cancelled or modified by the Minister in terms of section 32, or by a court in terms of section 33.

Within 21 days after receiving this notice, the person to whom it is issued may file an objection, in Form NLA 22.

In terms of section 32 (1)(b) of the Liquor Act, 2003, the Minister may extend the time for filing an objection. If you wish to apply for an extension of time, please file form NLA 0.

In terms of section 32 of the Liquor Act, 2003, in response to an objection filed against this notice, the Minister may confirm, modify or cancel this notice.

In terms of section 33 of the Liquor Act, 2003, a decision by the Minister in terms of section 32 is subject to review or appeal to the extent provided for and in accordance with the Promotion of Administrative Justice Act, 2000 (Act No. 3 of 2000).

### CONTACTING THE NATIONAL LIQUOR AUTHORITY

National Liquor Authority  
77 Maitjes St.  
Private Bag X 84  
Pretoria 0001  
Republic of South Africa  
tel: 0861 843 384  
fax: 27 012 394 0555  
email: nationalliquorauthority@  
medti.gov.za

### FORM NLA 21

#### Compliance Notice

DATE: \_\_\_\_\_ REFERENCE #: \_\_\_\_\_

To: \_\_\_\_\_

Please take notice that the inspector named below states that you have failed to comply with the following provisions of the Liquor Act, 2003:

The particulars of your failure to comply are as set out on the attached sheet.

You are hereby required to take the actions, or cease the actions, set out in the attached sheet, within the time specified in respect of each of them.

Failure to comply with this notice may result in any of the following penalties:

Prosecution in terms of section 34 (2)(h) for the offence of failure to comply with this notice, for which the penalty upon conviction is a fine not exceeding R 500 000 or imprisonment for a term not exceeding one year

\_\_\_\_\_ Prosecution for an offence in terms of section \_\_\_\_\_ of the Act, for which the penalty upon conviction is a fine not exceeding R \_\_\_\_\_ or imprisonment for a term not exceeding \_\_\_\_\_.

Cancellation of registration number \_\_\_\_\_, for failure to comply with this notice, in terms of section 20(3) of the Act.

INSPECTOR'S NAME AND CERTIFICATE NUMBER

# REPUBLIC OF SOUTH AFRICA

## NATIONAL LIQUOR AUTHORITY

### INSTRUCTIONS

This form is prescribed for use in terms of section 32 of the Liquor Act, 2003.

The registrant must sign this form in the space provided.

Within 21 days after receiving a compliance notice in Form NLA 21, the person to whom it is issued may file an objection using this Form.

In terms of section 32 (1)(b) of the Liquor Act, 2003, the Minister may extend the time for filing an objection. If you wish to apply for an extension of time, please file form NLA 0 with this form.

In terms of section 32 of the Liquor Act, 2003, in response to an objection filed against this notice, the Minister may confirm, modify or cancel this notice.

In terms of section 33 of the Liquor Act, 2003, a decision by the Minister in terms of section 32 is subject to review or appeal to the extent provided for and in accordance with the Promotion of Administrative Justice Act, 2000 (Act No. 3 of 2000).

### CONTACTING THE NATIONAL LIQUOR AUTHORITY

National Liquor Authority  
77 Meintjes St.  
Private Bag X 84  
Pretoria 0001

Republic of South Africa  
tel: 0861 843 384  
fax: 27 012 394 0555  
email: nationalliquorauthority@  
thedti.gov.za

## FORM NLA 22

### Objection to Compliance Notice

DATE: \_\_\_\_\_ REFERENCE #: \_\_\_\_\_

TO: THE MINISTER OF TRADE AND INDUSTRY

Please take notice that the person named below objects to the Compliance Notice issued on \_\_\_\_\_

by \_\_\_\_\_ inspector certificate number \_\_\_\_\_, in terms of the Liquor Act, 2003.

The grounds of the objection are as set out in the attached sheet.

NAME, ADDRESS AND SIGNATURE OF PERSON TO WHOM THE NOTICE OF OBJECTION WAS ISSUED

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# REPUBLIC OF SOUTH AFRICA

## NATIONAL LIQUOR AUTHORITY

### INSTRUCTIONS

This form is prescribed for use in terms of section 31 of the Liquor Act, 2003.

### FORM NLA 23

#### Compliance Certificate

DATE: \_\_\_\_\_ REFERENCE #: \_\_\_\_\_

To: \_\_\_\_\_

Please take notice that the inspector named below hereby certifies that you have complied with the requirements imposed by Compliance Notice issued on \_\_\_\_\_ by \_\_\_\_\_

#### CONTACTING THE NATIONAL LIQUOR AUTHORITY

National Liquor Authority  
77 Meintjes St.  
Private Bag X 84  
Pretoria 0001

Republic of South Africa

tel: 0861 843 384

fax: 27 012 394 0555

email: [nationalliquorauthority@heddl.gov.za](mailto:nationalliquorauthority@heddl.gov.za)

INSPECTOR'S NAME AND CERTIFICATE NUMBER \_\_\_\_\_

This form is prescribed by the Minister of Trade and Industry in terms of section 42 of the Liquor Act, 2003 (Act No. 59 of 2003).

# REPUBLIC OF SOUTH AFRICA

## NATIONAL LIQUOR AUTHORITY

### INSTRUCTIONS

This form is prescribed for use in terms of item 4(3) of Schedule 1 of the Liquor Act, 2003.

In terms of Item 4 of Schedule 1, a manufacturer or distributor who seeks conversion from a licence or determination issued under the Liquor Act, 1989, must submit this form to the Minister within 90 days after the Liquor Act, 2003 came into effect.

Failure to complete this form will result in an automatic lapse of any licence or determination issued under the Liquor Act, 1989 90 days after the Liquor Act, 2003 came into effect.

This form has two pages, 24 and 24/1. The applicant must sign this form in the space provided on Form 24/1.

### CONTACTING THE NATIONAL LIQUOR AUTHORITY

National Liquor Authority  
77 Meintjes St.  
Private Bag X 84  
Pretoria 0001

Republic of South Africa  
tel: 0861 843 384  
fax: 27 012 394 0555  
email: nationalliquorauthority@  
thedti.gov.za

## FORM NLA 24

### Notification of Conversion

DATE: \_\_\_\_\_ APPLICATION #: \_\_\_\_\_

**TO: THE MINISTER OF TRADE AND INDUSTRY**

Please take notice that the applicant named below -

(a) is the subject of a licence or determination in terms of the Liquor Act 1989; and

(b) elects registration in terms Item 4 of Schedule 1 of the Liquor Act, 2003, as

\_\_\_ A Manufacturer

\_\_\_ A Distributor

\_\_\_ Both a Manufacturer and Distributor.

Until the repeal of the Liquor Act, 1989, the Applicant was authorised under that Act to -

\_\_\_ manufacture liquor.

\_\_\_ distribute liquor.

\_\_\_ manufacture and distribute liquor.

The applicant's former licence or authorizing determination in terms of the Liquor Act, 1989 was issued

On \_\_\_\_\_ (date) under number \_\_\_\_\_

By \_\_\_\_\_ (licensing authority),

for category \_\_\_\_\_

**QUANTITY OF LIQUOR MANUFACTURED IN PAST 12 MONTHS**

**QUANTITY OF LIQUOR DISTRIBUTED IN PAST 12 MONTHS**

# REPUBLIC OF SOUTH AFRICA

## NATIONAL LIQUOR AUTHORITY

### INSTRUCTIONS

This form is prescribed for use in terms of item 4(3) of Schedule 1 of the Liquor Act, 2003.

In terms of Item 4 of Schedule 1, a manufacturer or distributor who seeks conversion from a licence or determination issued under the Liquor Act, 1989, must submit this Form to the Minister within 90 days after the Liquor Act, 2003 came into effect.

Failure to complete this form will result in an automatic lapse of any licence or determination issued under the Liquor Act, 1989, 90 days after the Liquor Act, 2003 came into effect.

This form has two pages, 24 and 24/1. The applicant must sign this form in the space provided on Form 24/1.

### CONTACTING THE NATIONAL LIQUOR AUTHORITY

National Liquor Authority  
77 Meintjies St.  
Private Bag X 84  
Pretoria 0001  
Republic of South Africa  
tel: 0861 843 384  
fax: 27 012 394 0555  
email: nationalliquorauthority@  
thedli.gov.za

### FORM NLA 24/1

### Notification of Conversion

DATE: \_\_\_\_\_ APPLICATION #: \_\_\_\_\_

### ADDITIONAL INFORMATION

Name under which registered activities were carried out in terms of the Liquor Act, 1989, if different from Applicant's name

Address at or from which registered activities were carried out in terms of the Liquor Act, 1989, if different from Applicant's address.

Applicant's -

Identity Number, if an individual \_\_\_\_\_

Corporate registration Number, if a juristic person \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_

I declare/affirm that the information furnished in this application is true.

Name \_\_\_\_\_ Signature \_\_\_\_\_

Address \_\_\_\_\_

Date \_\_\_\_\_

# REPUBLIC OF SOUTH AFRICA

## NATIONAL LIQUOR AUTHORITY

### INSTRUCTIONS

This form is prescribed for use in terms of Item 4(5) of Schedule 1 of the Liquor Act, 2003.

In terms of Item 4 of Schedule 1, a manufacturer or distributor whose licence was converted in terms of Schedule 1 must submit this Form to the Minister within 12 months after the Liquor Act, 2003 came into effect. Failure to file this form within the prescribed time could result in the Minister cancelling the registration in accordance with section 20(4), (5) and (6) of the Liquor Act, 2003.

The registrant must sign this form in the space provided.

In addition to filing this Form, the registrant must -

(a) complete and file Form NLA 1/1; and

(b) pay the required filing fee as set out in Regulation 11 of the National Liquor Regulations, 2004.

### CONTACTING THE NATIONAL LIQUOR AUTHORITY

National Liquor Authority  
77 Meintjes St.  
Private Bag X 84  
Pretoria 0001

Republic of South Africa

tel: 0861 843 384

fax: 27 012 394 0555

email: [nationalliquorauthority@thedti.gov.za](mailto:nationalliquorauthority@thedti.gov.za)

## FORM NLA 25

### Notice to Initiate Review

DATE: \_\_\_\_\_ REFERENCE #: \_\_\_\_\_

TO: THE MINISTER OF TRADE AND INDUSTRY

Please take notice that the registrant under the above referenced registration wishes the Minister to commence a review of that registration as contemplated in Item 4(5) of Schedule 1 of the Act.

The required information is attached to this application in Form NLA 1/1.

REGISTRANT'S SIGNATURE, NAME AND ADDRESS:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# REPUBLIC OF SOUTH AFRICA

## NATIONAL LIQUOR AUTHORITY

### INSTRUCTIONS

This form is prescribed for use in terms of section 26 of the Liquor Act, 2003, and Regulation 18 of the National Liquor Regulations, 2004.

In terms of section 24 of the Liquor Act, this decision is subject to review or appeal to the extent provided for and in accordance with the Promotion of Administrative Justice Act, 2000 (Act No. 3 of 2000).

In terms of section 34 of the Liquor Act, 2003, it is an offence for an unregistered person -

- (a) to engage in any activity for which registration is required; or
- (b) to pretend to be a registrant.

### CONTACTING THE NATIONAL LIQUOR AUTHORITY

National Liquor Authority  
77 Meintjes St.  
Private Bag X 84  
Pretoria 0001  
Republic of South Africa  
tel: 0861 843 384  
fax: 27 012 394 0555  
email: nationalliquorauthority@  
thedti.gov.za

### FORM NLA 26

## Notice to Cease Unregistered Activity

DATE: \_\_\_\_\_ COMPLAINT #: \_\_\_\_\_

To: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

The National Liquor Authority, on behalf of the Minister of Trade and Industry, hereby notifies you to cease the activities set out below or on the attached sheet, on the grounds that the Liquor Act, 2003, requires registration of a person to carry on those activities, and you are not so registered.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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**NATIONAL LIQUOR AUTHORITY  
FOR THE MINISTER OF TRADE AND INDUSTRY**

# REPUBLIC OF SOUTH AFRICA

## NATIONAL LIQUOR AUTHORITY

### INSTRUCTIONS

This form is prescribed for use in terms of section 35(3) of the Liquor Act, 2003.

### FORM NLA 27

### Order Concerning Forfeit Liquor

DATE: \_\_\_\_\_ ORDER #: \_\_\_\_\_

To: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The National Liquor Authority, on behalf of the Minister of Trade and Industry, hereby orders that the liquor listed on the attached schedule, which was seized from you in terms of the Liquor Act, 2003 on \_\_\_\_\_, and was ordered forfeit to the State by \_\_\_\_\_

on \_\_\_\_\_, must be

\_\_\_\_\_ destroyed at your cost in terms of section 35 (3)(a) of the Liquor Act, 2003.

\_\_\_\_\_ sold to a registered person in terms of section 35 (3)(b) of the Liquor Act, 2003.

#### CONTACTING THE NATIONAL LIQUOR AUTHORITY

National Liquor Authority  
77 Meintjes St.  
Private Bag X 84  
Pretoria 0001  
Republic of South Africa  
tel: 0861 843 384  
fax: 27 012 394 0555  
email: [nationalliquorauthority@thedti.gov.za](mailto:nationalliquorauthority@thedti.gov.za)

**NATIONAL LIQUOR AUTHORITY  
FOR THE MINISTER OF TRADE AND INDUSTRY**

# REPUBLIC OF SOUTH AFRICA

## NATIONAL LIQUOR AUTHORITY

### INSTRUCTIONS

This form is prescribed for use in terms of Regulation 20 of the National Liquor Regulations, 2004.

Please also attach the following:

1. A sheet setting out separately any new commitments made by the registrant during the past year towards black economic empowerment, and combating alcohol abuse including details of any relevant charters, or industry codes of conduct.
2. A sheet setting out any financial interest in the liquor industry within the Republic acquired by the registrant during the past year, and if the registrant is not an individual, provide equivalent information with respect to each shareholder, member, partner or beneficiary of the applicant or proposed transferee.
3. A sheet describing in detail the extent to which your activities in the coming year will affect new entrants to the industry, job creation, diversity of ownership, efficiency of operation, exports and competition within the industry.
4. A sheet setting out the registrant's annual turnover, and the number of employees.

The registrant must sign this form in the space provided.

The registrant's annual registration fee must be paid when this form is filed.

### CONTACTING THE NATIONAL LIQUOR AUTHORITY

National Liquor Authority  
77 Melntjes St  
Private Bag X 84  
Pretoria 0001

Republic of South Africa  
tel: 0861 843 384  
fax: 27 012 394 0555

email: nationalliquorauthority@  
thedti.gov.za

### FORM NLA 28

## Registrants Annual Information Return

DATE: \_\_\_\_\_ REFERENCE #: \_\_\_\_\_

TO: THE MINISTER OF TRADE AND INDUSTRY

REGISTRANT'S NAME AND ADDRESS:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### DESCRIPTION OF ACTIVITIES

Kind of liquor manufactured or distributed: \_\_\_\_\_

Premises from which liquor was manufactured or distributed, with reference to street, erf number, farm number, town, city and province

If registered as a manufacturer, what quantity of each type of liquor did you manufacture during the past year?

Beer \_\_\_\_\_ Wine \_\_\_\_\_ Spirits and/or other liquor \_\_\_\_\_

If registered as a distributor -

What quantity of each type of liquor did you distribute during the past year?

Beer \_\_\_\_\_ Wine \_\_\_\_\_ Spirits and/or other liquor \_\_\_\_\_

Did you distribute liquor manufactured elsewhere? \_\_\_\_\_ (yes/no)

Did you distribute liquor across provincial boundaries \_\_\_\_\_ (yes/no)

If yes, attach a sheet setting out full details.

I declare/affirm that the information furnished in this application, and in the documents attached to it, is true.

Name \_\_\_\_\_ Signature \_\_\_\_\_

Address \_\_\_\_\_

Date \_\_\_\_\_

# REPUBLIC OF SOUTH AFRICA

## NATIONAL LIQUOR AUTHORITY

### INSTRUCTIONS

This form is prescribed for use in terms of Regulation 20(2) of the National Liquor Regulations, 2004.

The informant must sign this form in the space provided.

### FORM NLA 29

### Non-registrants Annual Information Return

DATE: \_\_\_\_\_ FILE #: \_\_\_\_\_

TO: THE MINISTER OF TRADE AND INDUSTRY

NAME AND ADDRESS OF HOLDER OF IMPORT CERTIFICATE:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

NAME, ADDRESS AND SIGNATURE OF INFORMANT:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### CONTACTING THE NATIONAL LIQUOR AUTHORITY

National Liquor Authority  
77 Meintjes St  
Private Bag X 84  
Pretoria 0001  
Republic of South Africa  
tel: 0861 843 384  
fax: 27 012 394 0555  
email: [nationalliquorauthority@thedti.gov.za](mailto:nationalliquorauthority@thedti.gov.za)

This form is prescribed by the Minister of Trade and Industry in terms of section 42 of the Liquor Act, 2003 (Act No. 59 of 2003).

# REPUBLIC OF SOUTH AFRICA

## NATIONAL LIQUOR AUTHORITY

### INSTRUCTIONS

This form is prescribed for use in terms of Item 4(7) of Schedule 1 of the Liquor Act, 2003.

### FORM NLA 30

#### Notice of Continuing Registration

DATE: \_\_\_\_\_ REFERENCE #: \_\_\_\_\_

To: \_\_\_\_\_

The registrant named below, continues to be registered under the Liquor Act, 2003 as -

\_\_\_ a manufacturer

\_\_\_ a distributor

\_\_\_ both a manufacturer and a distributor.

This registration is -

\_\_\_ unconditional

\_\_\_ subject to the conditions set out in Form NLA 8, issued on \_\_\_\_\_.

#### REGISTRANT'S NAME AND ADDRESS OF PREMISES AT OR FROM WHICH THE REGISTERED ACTIVITIES MAY BE CONDUCTED:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

#### CONTACTING THE NATIONAL LIQUOR AUTHORITY

National Liquor Authority  
77 Meintjes St.  
Private Bag X 84  
Pretoria 0001

Republic of South Africa

tel: 0861 843 384

fax: 27 012 394 0555

email: [nationalliquorauthority@thedti.gov.za](mailto:nationalliquorauthority@thedti.gov.za)

**NATIONAL LIQUOR AUTHORITY**  
**FOR THE MINISTER OF TRADE AND INDUSTRY.**

# REPUBLIC OF SOUTH AFRICA

## NATIONAL LIQUOR AUTHORITY

### INSTRUCTIONS

This form is prescribed for use in terms of section 20, and Item 4(9) of Schedule 1, of the Liquor Act, 2003.

In terms of section 24 of the Liquor Act, 2003, this decision is subject to review of appeal to the extent provided for and in accordance with the Promotion of Administrative Justice Act, 2000 (Act No. 3 of 2000).

In terms of section 34 of the Liquor Act, 2003, it is an offence for an unregistered person -

(a) to engage in any activity for which registration is required; or

(b) to pretend to be a registrant.

### CONTACTING THE NATIONAL LIQUOR AUTHORITY

National Liquor Authority  
77 Meintjes St.  
Private Bag X 84  
Pretoria 0001

Republic of South Africa

tel: 0861 843 384

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email: nationalliquorauthority@  
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### FORM NLA 31

## Notice of Cancellation of Registration

DATE: \_\_\_\_\_ REFERENCE #: \_\_\_\_\_

To: \_\_\_\_\_

Please take notice that the above referenced registration under the Liquor Act, 2003, has been cancelled with effect from \_\_\_\_\_ for the following cause:

\_\_\_ As a consequence of the sequestration, winding up or dissolution of the registrant.

\_\_\_ In response to a voluntary notice by the registrant.

The registrant -

\_\_\_ is disqualified in terms of section 11(2) of the Act.

\_\_\_ has breached a condition of registration.

\_\_\_ has failed to meet a commitment made in terms of section 13 (1)(a) or (b) of the Act.

\_\_\_ has repeatedly breached the provisions of legislation referred to in section 19(1) of the Act.

\_\_\_ has failed to comply with or respond to a compliance notice issued on \_\_\_\_\_.

\_\_\_ has breached the provisions of the Act.

\_\_\_ Particulars are attached.

**NATIONAL LIQUOR AUTHORITY**  
for THE MINISTER OF TRADE AND INDUSTRY

# NATIONAL LIQUOR REGULATIONS, 2004

## Annexure 1 - Tables

Table NLA 1 – Methods and times for delivery of documents

Nature of Person (Recipient)	Method of Delivery	Date and Time of Deemed delivery
ANY PERSON	By faxing the notice or a certified copy of the document to the person; or	On the date and at the time recorded by the fax receiver.
	By sending the notice or a certified copy of the document by electronic mail; or	On the date and at the time recorded by the computer used by the sender.
	By sending the notice or a certified copy of the document by registered post to the person's last-known address; or	On the 7 <sup>th</sup> day following the day on which the notice or document was posted as recorded by a post office, except for a document delivered in terms of Item 4(3)(b)(ii) of Schedule 1 of the National Liquor Act, 2003.
	If the person is a participant in any proceedings of the NLA, and is represented by a representative, by delivering the notice, or handing a certified copy of the document to that representative; or	On the date and at the time recorded on a receipt for the delivery.

Nature of Person (Recipient)	Method of Delivery	Date and Time of Deemed delivery
ANY PERSON	By any other means authorised by the NLA; or	In accordance with the decision of the NLA.
	By any other method allowed for that person in terms of the following rows of this Table.	As provided for that method of delivery.
ANY NATURAL PERSON	By handing the notice or a certified copy of the document to the person, or to any representative authorised in writing to accept service on behalf of the person; or	On the date and at the time recorded on a receipt for the delivery.
	By leaving the notice or a certified copy of the document at the person's place of residence or business with any other person who is apparently at least 16 years old and in charge of the premises at the time; or	On the date and at the time recorded on a receipt for the delivery.
	By leaving the notice or a certified copy of the document at the person's place of employment with any person who is apparently at least 16 years old and apparently in authority.	On the date and at the time recorded on a receipt for the delivery.

Nature of Person (Recipient)	Method of Delivery	Date and Time of Deemed delivery
<b>THE MINISTER OR THE NATIONAL LIQUOR AUTHORITY</b>	By entering the required information in an electronic representation of that form on the Internet Web site, if any, maintained by the National Liquor Authority, if the document is a prescribed form; or	On the date and at the time recorded by the National Liquor Authority's computer system, as verified by way of reply to the sender of the information.
	By transmitting the document as a separate file attached to an electronic mail message addressed to the National Liquor Authority; or	On the date and at the time recorded by the National Liquor Authority's computer system, unless, within a reasonable period after that date, the National Liquor Authority advises the sender that the file is unreadable.
	By sending a computer disk containing the document in electronic form, by registered post addressed to the National Liquor Authority; or	On the date and at the time of delivery of the registered post to the National Liquor Authority, as recorded by the post office, unless, within a reasonable period after that date, the National Liquor Authority advises the sender that the disk is unreadable.
	By handing the document, or a computer disk containing the document in electronic form, to the Director of the National Liquor Authority, or a responsible employee who is apparently in charge of the National Liquor Authority's office.	On the date and at the time noted in a receipt issued by the Director of the National Liquor Authority, or a delegated employee in the office of the National Liquor Authority, unless, the document is on a computer disk, and, within a reasonable period after that date, the National Liquor Authority advises the sender that the disk is unreadable.

Nature of Person (Recipient)	Method of Delivery	Date and Time of Deemed delivery
A COMPANY OR SIMILAR BODY CORPORATE	By handing the notice or a certified copy of the document to a responsible employee of the company or body corporate at its registered office or its principal place of business within the Republic; or	On the date and at the time recorded on a receipt for the delivery.
	If there is no employee willing to accept service, by affixing the notice or a certified copy of the document to the main door of the office or place of business.	On the date and at the time sworn to by affidavit of the person who affixed the document.
A PARTNERSHIP OR ASSOCIATION	By handing the notice or a certified copy of the document to a person who is apparently in charge of the premises and apparently at least 16 years of age, at the place of business of the partnership or association; or	On the date and at the time recorded on a receipt for the delivery.
	If the partnership or association has no place of business, by handing the notice or a certified copy of the document to a partner or the chairman or secretary of the managing or other controlling body of the association, as the case may be.	On the date and at the time recorded on a receipt for the delivery.

Nature of Person (Recipient)	Method of Delivery	Date and Time of Deemed delivery
A STATUTORY BODY OTHER THAN THE NATIONAL LIQUOR AUTHORITY	By handing the notice or a certified copy of the document to the secretary or similar officer or member of the board or committee of that body, or any person acting on behalf of that body.	On the date and at the time recorded on a receipt for the delivery.
THE STATE OR A PROVINCE	By handing the notice or a certified copy of the document to a responsible employee in any office of the State Attorney.	On the date and at the time recorded on a receipt for the delivery.

Table NLA 2 – Notices and Applications

Section #  Regulation #  Item # of Schedule #	Purpose of Notice or Application	Form #	Conditions
Section 11	Application for registration	NLA 1	<p>Compliance with instructions on form and payment of prescribed fee.</p> <p>In addition to compliance with instructions on Form NLA 1/1, the following additional information must be furnished with regard to-</p> <p>(a) combating alcohol abuse:</p> <ul style="list-style-type: none"> <li>(i) financial and non-financial contributions to counselling and rehabilitation centres; and</li> <li>(ii) other measures taken to combat alcohol abuse; and</li> </ul> <p>(b) participation in the liquor industry:</p> <ul style="list-style-type: none"> <li>(i) the extent to which the activities will increase or decrease employment opportunities;</li> <li>(ii) the current and/or projected market share;</li> <li>(iii) volume and type of liquor exported; and</li> <li>(iv) list of competitors and their market share.</li> </ul>

Section #  Regulation #  Item # of Schedule #	Purpose of Notice or Application	Form #	Conditions
Section 13  Regulation 15  Item 4 of Schedule 1	Consent to, or refusal of, proposed conditions	NLA 7	Compliance with instructions on form.
Section 15	Application to transfer registration	NLA 10	<p>Compliance with instructions on form and payment of prescribed fee.</p> <p>In addition to compliance with instructions on Form NLA 1/1, the following additional information must be furnished with regard to-</p> <p>(a) combating alcohol abuse:</p> <ul style="list-style-type: none"> <li>(i) financial and non-financial contributions to counselling and rehabilitation centres; and</li> <li>(ii) other measures taken to combat alcohol abuse; and</li> </ul> <p>(b) participation in the liquor industry:</p> <ul style="list-style-type: none"> <li>(i) the extent to which the activities will increase or decrease employment opportunities;</li> <li>(ii) the current and/or projected market share;</li> <li>(iii) volume and type of liquor exported; and</li> <li>(iv) list of competitors and their market share.</li> </ul>

Section # Regulation # Item # of Schedule #	Purpose of Notice or Application	Form #	Conditions
Section 15	Notice of acquisition of control by registered person	NLA 11	Compliance with instructions on form.
Section 16	Application for review of conditions of registration	NLA 12	Compliance with instructions on form and payment of prescribed fee.
Section 16	Notice of application for registration as micro-manufacturer or retailer	NLA 13	Compliance with instructions on form.
Section 16	Notice of Intention to alter or relocate registered activities	NLA 14	Compliance with instructions on form and payment of prescribed fee.
Section 17	Application for appointment of person to carry on registered activities	NLA 16	Compliance with instructions on form and payment of prescribed fee.
Section 21	Notice of voluntary cancellation of registration	NLA 17	Compliance with instructions on form.
Section 22	Notice of sequestration or winding up of registrant	NLA 18	Compliance with instructions on form.
Section 26	Complaint	NLA 20	Compliance with instructions on form.

Section #  Regulation #  Item # of Schedule #	Purpose of Notice or Application	Form #	Conditions
Section 32	Objection to Compliance Notice	NLA 22	Compliance with instructions on form.
Item 4(3) of Schedule 1	Notification of conversion	NLA 24	Compliance with instructions on form.
Item 4(5) of Schedule 1	Notice to initiate review	NLA 25	<p>Compliance with instructions on form and payment of prescribed fee.</p> <p>In addition to compliance with instructions on Form NLA 1/1, the following additional information must be furnished with regard to-</p> <p>(a) combating alcohol abuse:</p> <ul style="list-style-type: none"> <li>(i) financial and non-financial contributions to counselling and rehabilitation centres; and</li> <li>(ii) other measures taken to combat alcohol abuse; and</li> </ul> <p>(b) participation in the liquor industry:</p> <ul style="list-style-type: none"> <li>(i) the extent to which the activities will increase or decrease employment opportunities;</li> <li>(ii) the current and/or projected market share;</li> <li>(iii) volume and type of liquor exported; and</li> <li>(iv) list of competitors and their market share.</li> </ul>

Section #  Regulation #  Item # of Schedule #	Purpose of Notice or Application	Form #	Conditions
Regulation 20	Annual Information Return (Registrants)	NLA 28	Compliance with instructions on form.
Regulation 20	Annual Information Return (Other persons)	NLA 29	Compliance with instructions on form.

Table NLA 3 – Certificates and Notices to be issued by National Liquor Authority

Section # Regulation # Item # of Schedule	Purpose of Certificate or Notice	Form #
Regulation 13(4)	Demand for Additional Payment	NLA 2
Regulation 14(1)	Notice of Incomplete Filing	NLA 3
Regulation 14(4)	Demand for Corrected Information	NLA 4
Section 11(2)	Disqualification of Applicant	NLA 5
Section 12	Determination of Application	
Regulation 14(2)	Notice of Non-jurisdiction	
Section 13 Regulation 15 Item 4 of Schedule 1	Proposal for Conditions of Registration	NLA 6
Section 13 Regulation 15 Item 4 of Schedule 1	Final Statement of Conditions of Registration	NLA 8

Section # Regulation # Item # of Schedule	Purpose of Certificate or Notice	Form #
Section 14	Registration Certificate	NLA 9
Section 16	Response to Notice of Intent to Alter Location or Conduct of Registered Activities	NLA 15
Section 25	Inspector's Certificate	NLA 19
Section 31	Compliance Notice	NLA 21
Section 31	Compliance Certificate	NLA 23
Section 26 Regulation 18	Notice to Cease Unregistered Activity	NLA 26
Section 35 (3)	Order for Destruction or Sale of Forfeit Liquor	NLA 27
Item 4 (7) of Schedule 1	Notice of Continuing Registration	NLA 30
Section 20 Item 4(9) of Schedule 1	Notice of Cancellation of Registration	NLA 31