

# Gauteng Liquor Board Manual

## For: Customers

How-to-Guide for New Licence Applications



**GAUTENG PROVINCE**

ECONOMIC DEVELOPMENT  
REPUBLIC OF SOUTH AFRICA



**How-to-Guide for GLB Customers**

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## 2 Introduction

Hi, welcome to a wonderful new world! The wonder I speak of is the new and improved Liquor Licence online application system that is user friendly and easy to follow. From here on we will have one way of doing things, which is the online application system. Once again welcome to a wonderful new world! Enjoy!

This document serves as the Online Application system Manual for Customers of the Gauteng Liquor Board. The purpose of this manual is to guide you as the Customer, through the steps required in order to submit and manage your applications within the new system. This new online solution is faster and easier to use just like 1 2 3!



This icon points out information that is worth committing to memory.



This icon refers to advice that can help highlight or clarify an important point.



This icon points out information that could have a negative impact on your use of the new Online Application, so please read.



This icon points out information that can assist you in completing your applications as accurately as possible.

### 2.1 Getting started with an Application:

➤ **Upon completion of this Manual, you should be able to:**

- ✓ Create a New User Account
- ✓ Login to an Existing User Account
- ✓ Be able to Reset Passwords
- ✓ Be able to apply for a new liquor licence
- ✓ Renew an existing liquor licence
- ✓ Apply for a restoration of a licence
- ✓ Appoint a manager
- ✓ Transfer a Liquor Licence
- ✓ Change User Details
- ✓ Apply for the Extension or alteration of a premise
- ✓ Submit additional documents
- ✓ Lodge Complaints
- ✓ Make Payments
- ✓ Procurement of Financial Interest applications
- ✓ Complaints
- ✓ Objections

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## How-to-Guide for GLB Customers

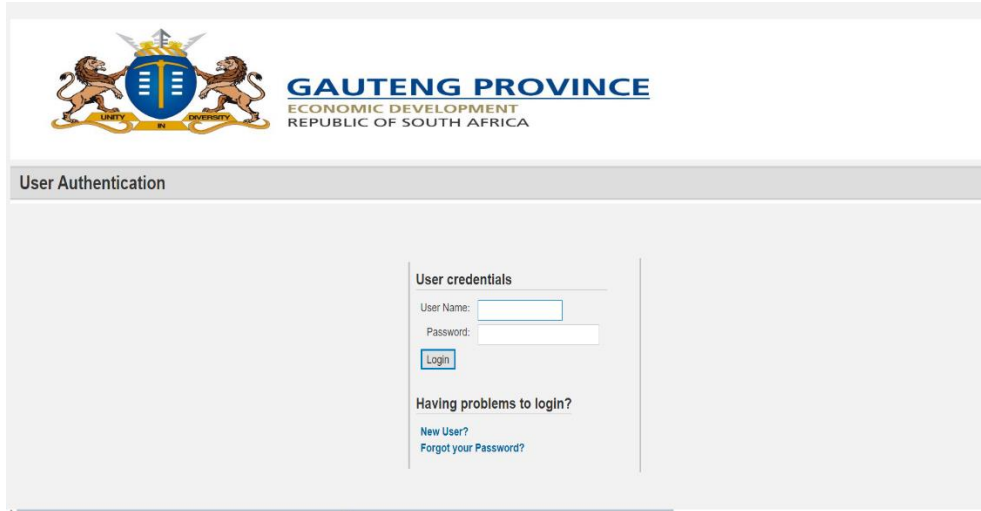
- ✓ Other sections
  - Change of name
  - Request duplicate licence
  - Request copy of the application
  - Request copy of the inspector's report
  - Request copy of the minutes

### 3 Accessing GLB Liquor Licensing Web Page

- 1) Click on the link below:

<https://glb.gauteng.gov.za>

- 2) You will be directed to the customer portal home screen.



The screenshot shows the user authentication interface. At the top left is the Gauteng Province logo. To its right is the text "GAUTENG PROVINCE ECONOMIC DEVELOPMENT REPUBLIC OF SOUTH AFRICA". Below this is a grey header with the text "User Authentication". The main content area contains a "User credentials" section with two input fields: "User Name:" and "Password:". Below these fields is a blue "Login" button. Underneath the login button, there is a link "Having problems to login?" which leads to "New User?" and "Forgot your Password?" options.

#### 3.1 Creating a New User Account



The below process will illustrate how easy it is to create a new user account;

- 1) Click on "New User?" Account



This screenshot is similar to the previous one but highlights the "New User?" link. The browser address bar shows the URL: [https://glb.gauteng.gov.za/sap/bc/webdynpro/sap/zglib\\_liquour\\_licencing?sap-language=EN#](https://glb.gauteng.gov.za/sap/bc/webdynpro/sap/zglib_liquour_licencing?sap-language=EN#). The "User Authentication" header is present. In the "User credentials" section, the "Login" button is visible. Below it, the "Having problems to login?" link is expanded, and the "New User?" option is highlighted with a red box.



## How-to-Guide for GLB Customers

- 2) Insert "User Name".
- 3) Insert "First Name".
- 4) Insert "Last Name".
- 5) Insert "Email Address".
- 6) Insert Confirmation of "Email Address".
- 7) Select "Identification" Type From Drop Down.
- 8) Permit Expiry Date is Optional, if Identification type is Permit then Permit Expiry Date becomes Mandatory.

The screenshot shows a web browser window with the URL [https://glb.gauteng.gov.za/sap/bc/webdynpro/sap/zglb\\_liquour\\_licencing?sap-language=EN#](https://glb.gauteng.gov.za/sap/bc/webdynpro/sap/zglb_liquour_licencing?sap-language=EN#). The page header features the Gauteng Province logo and name. The main content is a "Registration form" with the following fields:

- \* User Name:
- \* First name:
- \* Last name:
- \* E-Mail Address:
- \* Confirm E-Mail Address:
- \* Identification type:
- \* ID Number / Permit Number:
- Permit Expiring Date:

Buttons:

- 9) Once all the above information is entered click on .
- 10) Upon receiving account activation email, Click on link provided.



An example of a successfully registered applicant is as shown below.



## How-to-Guide for GLB Customers

Dear John Winchester

Thank you for using the GLB website!  
You are successfully registered. Below are your login details:  
Username: JOHN  
Temporary password: MLND0FKHLN

Please supply the above credentials at account activation, in order to access our services.  
You will be required to create your own password.

[Please click here to proceed.](#)

Feel free to get in touch with our Contact Centre should you require further assistance via the following channels.  
Email: [Gambu.Sbongile@gauteng.gov.za](mailto:Gambu.Sbongile@gauteng.gov.za)  
Telephone: 011 085 2245.

Sincerely

DEPARTMENT OF ECONOMIC DEVELOPMENT

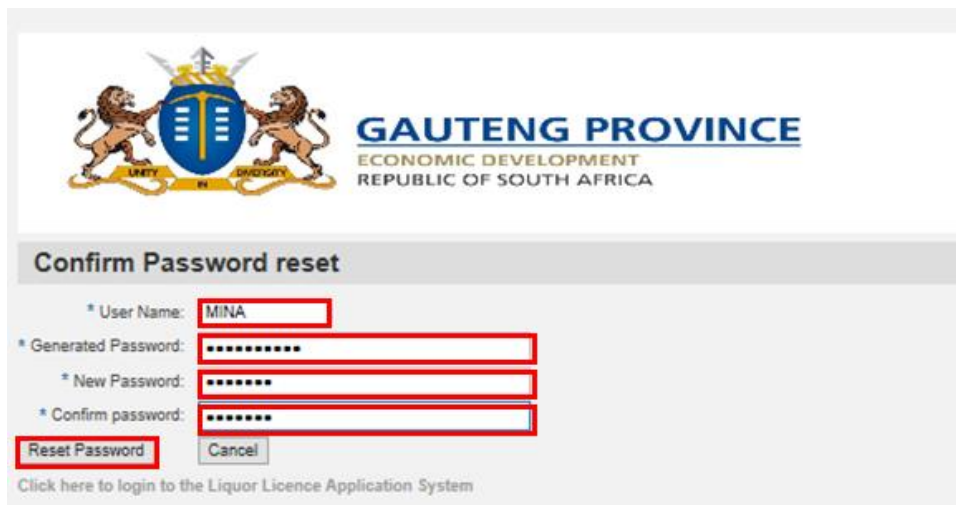
LIQUOR LICENSING



Disclaimer: This message may contain confidential information and is intended only for the individual named. If you are not the named addressee you should not disseminate, distribute or copy this e-mail. Please notify the sender immediately by e-mail if you have received this e-mail by mistake and delete this e-mail from your system. E-mail transmission cannot be guaranteed to be secured or error-free as information could be intercepted, corrupted, lost, destroyed, arrive late or incomplete, or contain viruses. The sender therefore does not accept liability for any errors or omissions in the content of this message, which arise as a result of e-mail transmission. The Gauteng Provincial Government does not take responsibility for Gauteng Provincial Government users' personal views. Gauteng Provincial Government services available online at: [www.gautengonline.gov.za](http://www.gautengonline.gov.za)



## 3.2 Password Reset



The screenshot shows the 'Confirm Password reset' form for the Gauteng Province Economic Development system. The form includes the following fields and buttons:

- \* User Name: MINA
- \* Generated Password: [Redacted]
- \* New Password: [Redacted]
- \* Confirm password: [Redacted]
- Buttons: Reset Password, Cancel

Click here to login to the Liquor Licence Application System

- 1) Insert Username.
- 2) Insert Temporary Password provided within email.
- 3) Insert personal password.
- 4) Re-enter personal password.
- 5) Click on "Reset password".



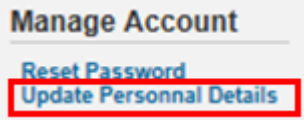
Once your password has been reset. You will automatically be logged in.

## 4 Change of User Details




Within “Update Personal Details” a user will be able to change their contact details.

- 1) Click on “Update Personal Details”.



- 2) Change Email Address.
- 3) Or Home Telephone Number.
- 4) Or Work Telephone Number.
- 5) Or Mobile Number.
- 6) Or all of the above.

- 7) Click on  .

Alternatively, the contact details can be updated during the process of completing an application for an existing licence.

All changes made will be saved to the user’s profile.

## 5 Apply for a New Liquor Licence

When applying for a new licence you can apply for one of the following licence types:

- Club Liquor Licence
- Dance Hall Liquor Licence
- Gaming Premises Liquor Licence
- Grocers' Wine Licence
- Hotel Liquor Licence
- Liquor Store Licence
- Micro-Manufacturer's Licence
- Night Club Liquor Licence
- Pool Club Liquor Licence
- Pub Liquor Licence
- Restaurant Liquor Licence
- Sorghum Beer Liquor Licence
- Sports Ground Liquor Licence
- Tavern Liquor Licence
- Theatre Liquor Licence
- Discretionary Licence
- Occasional Permit

The following licence type will be applied for separately due to its unique processing requirements. The application forms used for these will be quite similar to the new licence application.

- Shebeen Licence



Also note that you can save a draft of your incomplete application, so do not fret if you do not have all the required information at the time you apply. You can come back later once you are ready to complete the application. Exciting right!

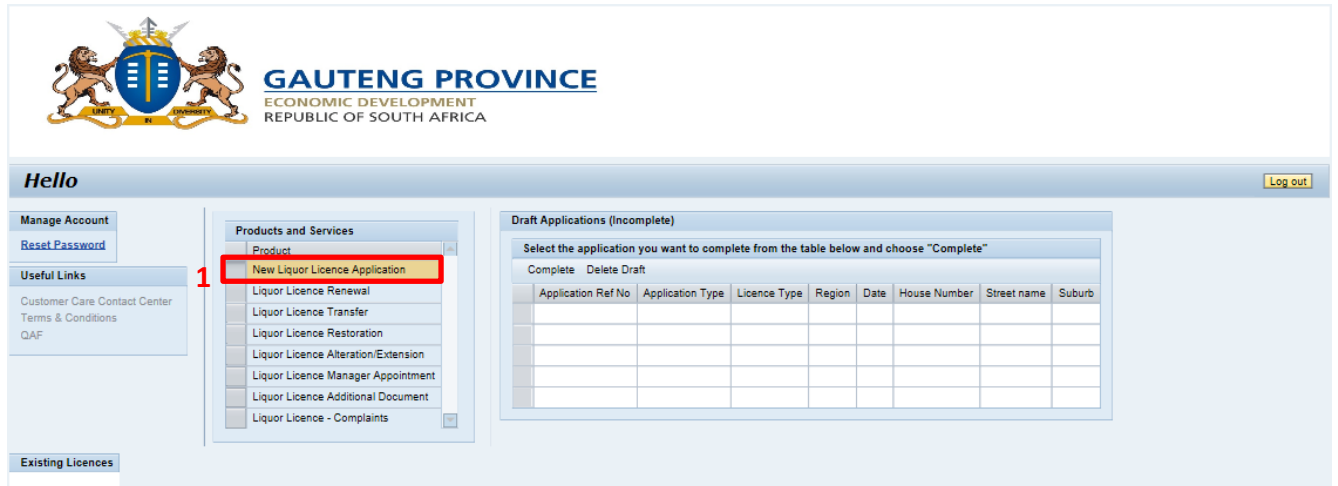


Please note that after each application that you do, you will be directed to the payment screen.

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### 5.1 Applying as an Individual

- 1) Click on “New Liquor Licence Application”.



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Hello Log out

**Manage Account**  
Reset Password

**Useful Links**  
Customer Care Contact Center  
Terms & Conditions  
QAF

**Products and Services**

- Product
- New Liquor Licence Application**
- Liquor Licence Renewal
- Liquor Licence Transfer
- Liquor Licence Restoration
- Liquor Licence Alteration/Extension
- Liquor Licence Manager Appointment
- Liquor Licence Additional Document
- Liquor Licence - Complaints

**Draft Applications (Incomplete)**

Select the application you want to complete from the table below and choose "Complete"

Complete Delete Draft

Application Ref No	Application Type	Licence Type	Region	Date	House Number	Street name	Suburb

**Existing Licences**

- 2) Click on **Continue**.



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**2** **Continue** **Cancel**

**APPLICATION IN TERMS OF SECTION 23 OF THE LIQUOR ACT NO 2 OF 2003**

The following are required for the lodgment of the new licence application form. Please go through this list before proceeding to complete the application form.

- A detailed written motivation in support of the licence applied for
- A detailed sketch plan of the premises (APPROVED by the Council)
- A detailed written description of the premises to which the application relates.
- Colour photos of the external & internal features of the premises
- Proof of payment of the prescribed fee
- Proof of affiliation to an association, (liquor traders association) for the current year (see below)
- A certificate of suitability on the person or the applicant issued by S.A.P.S (clearance certificate) Clearance certificate by S.A.R.S. that the applicant complies with tax laws
- Proof of lawful occupation (lease agreement or title deed);
- Proof of publication of notices in the newspapers x2 (Original Newspapers)
- Menu (food) for on-consumption
- 500m radius affidavit (school, church and similar licensed outlet)
- Compliance with Tobacco Products Control Amended Act. No. 12 of 1999
- Certified ID Copy/s Of the Applicant/s
- Local Authority Approval on a relevant letterhead signed by a designated executing officer and not a Ward Council. ( With Health Certificate and Emergency Services Certificate)
- If the applicant is Company – Certificate of Incorporation and original resolution, Close Co-operation –CK Form and resolution if it constituted by more than one (1) member

**Required Notices:**

**Government Gazette**

Advertise your notice of intention to apply in the Government Gazette two weeks before lodgment at 149 Bosman Street, Government Printers Pretoria at the cost of R209.60

Notice of intention to apply must include the following information:

- Full name of applicant
- Intended trading name
- Identity No. In terms of a natural person or registration no. In terms of a juristic person i.e. Company or close Co-operation.
- Full address and location of the proposed premises
- Type of licence applied for, and
- Names and nature of educational institutions, names and distances to similar licensed premises and places of worship within a radius of one (1) kilometer from the premises.



Clicking on the “New licence application” on the Home Page will take you to an information screen. The requirements for the type of application selected are listed here. Clicking “Continue” here takes you to the General information tab of the application form.

## 5.2 General Information Tab

- 1) Click on Application Type drop down
- 2) Select Relevant application type
- 3) Click on Licence Type drop down, select the relevant Licence type.
- 4) Click on Region drop down list to select the region where the liquor business will be operating from.
- 5) Click on Nature of Liquor Business drop down list and select the relevant business type.
- 6) Insert Proposed Liquor business name.
- 7) Select the Applicant type (Person/Organisation) from the drop down.
- 8) Select the Consumption type (on or off consumption).



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### New Liquor Licence Application

1 General Information 2 Applicant Information 3 Premise Information 4 Financial Interest 5 Documentation 6 Declaration and Submission

Application Type: New Application 1, 2  
\* Licence Type: Airport Lounge Licence Airline 2  
\* Region: 3  
Nature of Liquor Business: 4  
Proposed Liquor Business name: 5  
\* Applicant type(Person/Organisation): 6  
Consumption type: 7

Save and Continue Cancel

- 9) Click on **Save and Continue**

### 5.3 Applying for a Liquor licence as a manufacturer



When you select Manufacturer as a Nature of Liquor Business follow the steps below to complete it accurately.

- 1) Click on Application Drop down, Select relevant Application type.
- 2) Click on Licence Type drop down to select the relevant Licence type.
- 3) Click on Region drop down list for where business will be operating from.
- 4) Click on Nature of Liquor Business dropdown and select Manufacturer.
- 5) Insert Proposed Liquor Business Name.
- 6) Select relevant volume of liquor to be produced from the dropdown.
- 7) Select the Applicant type (Person/Organisation) from the drop down.
- 8) Select relevant Type of Liquor Manufactured.
- 9) Click on Consumption type and select on or off consumption.



The screenshot shows the 'New Liquor Licence Application' form with the following fields highlighted by red boxes and numbered callouts:

- 1: Application Type dropdown menu.
- 2: Licence Type dropdown menu.
- 3: Region dropdown menu.
- 4: Nature of Liquor Business dropdown menu.
- 5: Proposed Liquor Business name text input field.
- 6: Volume of Liquor dropdown menu.
- 7: Applicant type (Person/Organisation) dropdown menu.
- 8: Type of Liquor manufactured dropdown menu.
- 9: Consumption type dropdown menu.

At the bottom of the form, there are 'Save and Continue' and 'Cancel' buttons.



When you click on Save and Continue you will automatically be moved to the next tab.  
**Also, by clicking "Cancel", it also exits you from the application and everything you have done thus far will be saved.**



Please note that if mandatory information is not provided you will not be able to proceed.



When Manufacturer is selected as the "Nature of Liquor Business", you will also be required to state the volume of liquor that would be produced and the type of liquor (Fermented or Non-fermented).



Tab 2 consists of the applicant's personal, legal and residential information. The residential address also caters for locations in zone areas where there are no streets, avenues and so on.

### 5.3.1 Personal information sub-tab

- 1) Insert your "First Name".
- 2) Insert your "Last Name".
- 3) Insert your Initials.
- 4) Click on "Identification Type" drop down and select relevant ID type.
- 5) Insert "ID" or "Permit number".
- 6) Insert "Home Telephone" (Optional).
- 7) Insert "Work Telephone" (Optional).
- 8) Insert "Mobile Number".
- 9) Insert "Email Address".





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### 5.3.2 Residential Address sub-tab

- 1) Click on Residential Address Sub Tab for your personal address information.
- 2) Select Address Type.
- 3) Select "Province" from drop down List.
- 4) Insert "Street Name".
- 5) Select "Street Type".
- 6) Insert "Street Number".
- 7) Insert "Complex Name".
- 8) Insert "Complex Number".
- 9) Select "Suburb" from drop down list.
- 10) Select "Extension" from drop down list.
- 11) Insert "House/Flat Number".
- 12) Insert "Farm Number".
- 13) Insert "ERF Number".
- 14) Select "City" from Drop down List.
- 15) Insert "P.O. Box" (Optional).
- 16) Insert "Postal Code".

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### New Liquor Licence Application

1 General Information   2 Applicant Information   3 Premise Information   4 Financial Interest   5 Documentation   6 Declaration and Submission

Personal Information   **Residential Address**   1 Legal

Address Type: Street Address  2

Province:  3

Street name:  4

Street type:  4

Street Number:  5

Complex Name:  6

Complex Number:  7

Suburb:  8

Extension:  9

House/Flat Number:  10

Farm Number:  11

ERF Number:  12

City:  13

PO Box/Private Bag:  14

Postal Code:  15

- 17) Click on .





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18) Click on Legal Sub Tab and select answers truthfully.

**5.3.3 Legal sub-tab**

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**New Liquor Licence Application**

1 General Information    2 Applicant Information    3 Premise Information    4 Financial Interest

Personal Information    Residential Address    **Legal**

A) Has the applicant, in the Republic or elsewhere, in the preceding ten years, been convicted and sentenced for any offence to imprisonment without the option of a fine?  ▼

B) Has the applicant in the preceding five years been convicted of an offence in terms of The Gauteng Liquor ACT, No. 2 of 2003 or No. 27 of the 1989 ACT and was sentenced to a fine of not less than R200-00 or to imprisonment without the option of a fine or both imprisonment and a fine?  ▼

C) Applicant is an unrehabilitated insolvent?  ▼

D) Applicant is domiciled in the Republic?  ▼

E) Applicant is a minor?  ▼

F) Applicant is the spouse of a person contemplated in questions A, B or D?  ▼

**Save and continue**    Cancel

- 1) Select Yes or no answers from the drop down lists.
- 2) Click on **Save and continue**.

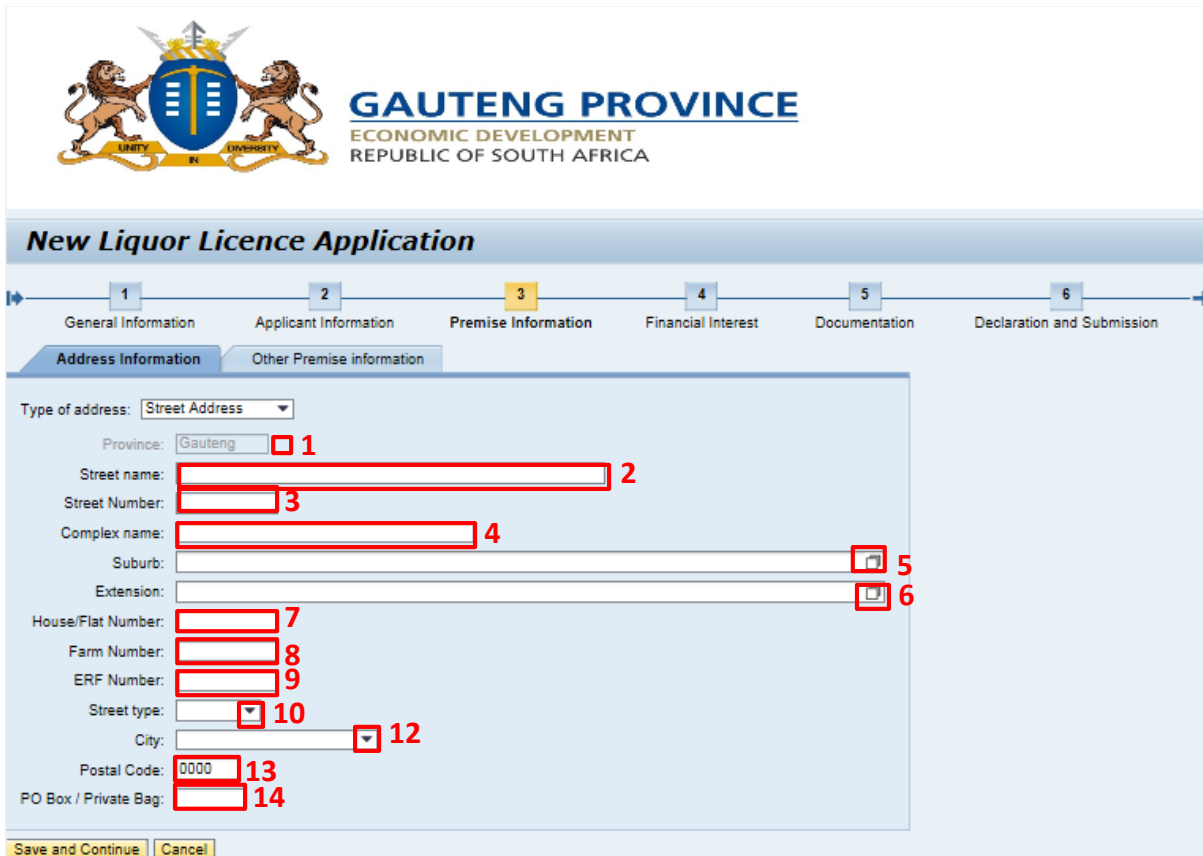


Tab 3 consists of the liquor s information where your liquor business will be conducted from. The address also caters for zone areas.

### 5.3.4 Address information sub-tab

#### Street Address

- 1) Select "Type of address" from drop down list.
- 2) Insert "Street Name".
- 3) Select "Street Number".
- 4) Insert "Complex Name".
- 5) Select "Suburb" from Drop Down List.
- 6) Select "Extension" from Drop Down List.
- 7) Insert "House Number/Flat Number".
- 8) Insert "Farm Number".
- 9) Insert "ERF Number".
- 10) Select "Street Type" from drop down.
- 11) Select "City" from drop down list.
- 12) Insert "Postal Code".
- 13) Insert "PO Box/Private Bag".



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### New Liquor Licence Application

1 General Information    2 Applicant Information    **3 Premise Information**    4 Financial Interest    5 Documentation    6 Declaration and Submission

**Address Information**    Other Premise information

Type of address:

Province:  **1**

Street name:  **2**

Street Number:  **3**

Complex name:  **4**

Suburb:  **5**

Extension:  **6**

House/Flat Number:  **7**

Farm Number:  **8**

ERF Number:  **9**

Street type:  **10**

City:  **12**

Postal Code:  **13**

PO Box / Private Bag:  **14**



The other address format is used for places where there are zones e.g. Meadowlands zone 3.



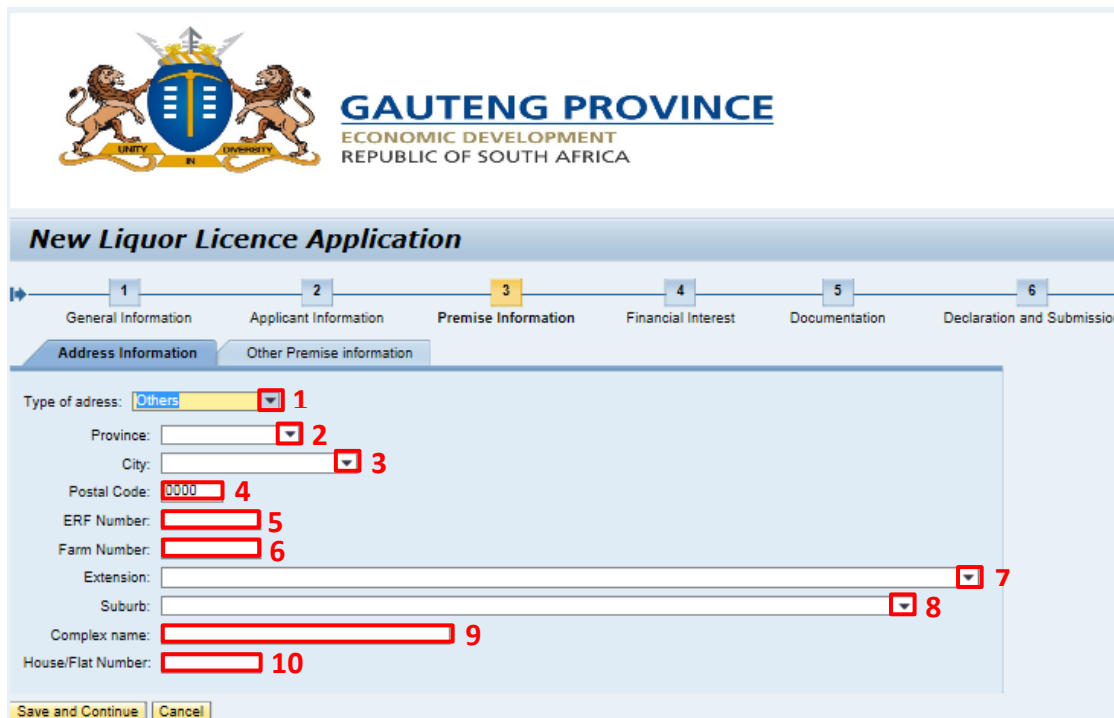
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### 5.3.5 Zone address:

- 1) Select “Others” from drop list of Type of address.
- 2) Select “Province” from drop down.
- 3) Select “City” from drop down list.
- 4) Insert “Postal Code”.
- 5) Insert “Erf Number”.
- 6) Insert “Farm Number”.
- 7) Select “Extension” from drop down list.
- 8) Select “Suburb” from drop down list.
- 9) Insert “Complex number”.
- 10) Insert “House/Flat Number”.



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### New Liquor Licence Application

1 General Information   2 Applicant Information   **3 Premise Information**   4 Financial Interest   5 Documentation   6 Declaration and Submission

**Address Information**   Other Premise information

Type of address:  1

Province:  2

City:  3

Postal Code:  4

ERF Number:  5

Farm Number:  6

Extension:  7

Suburb:  8

Complex name:  9

House/Flat Number:  10

Click on “other Premise Information” Sub Tab.

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### 5.3.6 Premises Information: Other premises information

- 1) Select the correct answer to the question by selecting answer from the drop down list.
- 2) Indicate whether the premises have been erected and if any extensions are required.
- 3) Indicate if the applicant has a right to occupy the premises.
- 4) Select a Start Date of Construction from the drop down if applicable.
- 5) Insert an estimated period of completion of the construction (in months) if applicable.
- 6) Click on **Save and Continue**.



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### New Liquor Licence Application

1 General Information    2 Applicant Information    3 Premise Information

Address Information    **Other Premise information**

Have the premises been erected?:  2

Do the erected premises require additions/extensions?:  3

Does the applicant have the right to occupy the premises:  4

Start date of construction:  5

Estimated Period to complete(In months):  6

**Save and Continue**    **Cancel**



The 4<sup>th</sup> Tab requires that you the applicant list all financial interests within the business for which a licence is required and within the liquor industry.



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### 5.3.7 Financial Interest tab

- 1) Click on “Add entry”.
- 2) Insert your “First Name”.
- 3) Insert your “Last Name”.
- 4) Select “Identification Type”.
- 5) Insert your “ID” or “Permit Number”.
- 6) Insert your “Initials”.
- 7) Insert “Organisation Name”.
- 8) Insert “Organisation Type”.
- 9) Insert “Designation”.
- 10) Insert your Financial Interest (% share).

**New Liquor Licence Application**

1 2 3 4 5 6  
General Information Applicant Information Premise Information **Financial Interest** Documentation Declaration and Submission

Interests In Proposed Liquor Establishment

Add entry Remove entry

First name	Last name	Identification type	Identification Number	Initial	Organisation Name	Organisation type	Designation	Address	Financial Interest (% Share)
									0,00

Interests Within The Liquor Industry

Add entry Remove entry

First name	Last name	Identification type	Identification Number	Initial	Organisation Name	Organisation type	Designation	Address	Financial Interest (% Share)
									0,00

Save and Continue Cancel

- 11) Click on **Save and Continue**



The 5<sup>th</sup> tab is for the upload of the required supporting documentation. These documents will accompany your application form.

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### 5.3.8 Documentation tab

#### New Liquor Licence Application

1 General Information
2 Applicant Information
3 Premise Information
4 Financial Interest
5 Documentation
6 Declaration and Submission

GLB1100009100230724L

**Upload documents individually. Note that only PDF documents of a maximum size of 10MB are allowed.**

Download file Delete File

File name	File Status	File Required
RSA ID or Permit of Applicant	Uploaded	<input type="text"/> <span style="border: 1px solid red; padding: 2px;">Browse...</span> <span style="border: 1px solid red; padding: 2px;">Upload</span>
Proof of publication of notice in 2 local newspapers		<input type="text"/> <span style="padding: 2px;">Browse...</span> <span style="padding: 2px;">Upload</span>
Proof of company registration		<input type="text"/> <span style="padding: 2px;">Browse...</span> <span style="padding: 2px;">Upload</span>
Local Authority Approval on a relevant letterhead(Zoning/Rezoning/Consent use)		<input type="text"/> <span style="padding: 2px;">Browse...</span> <span style="padding: 2px;">Upload</span>
Clearance certificate (SAPS)		<input type="text"/> <span style="padding: 2px;">Browse...</span> <span style="padding: 2px;">Upload</span>
Tax Clearance Certificate (SARS)		<input type="text"/> <span style="padding: 2px;">Browse...</span> <span style="padding: 2px;">Upload</span>
Detailed written motivation letter		<input type="text"/> <span style="padding: 2px;">Browse...</span> <span style="padding: 2px;">Upload</span>
Sketch plan of the premises (APPROVED by the Council)		<input type="text"/> <span style="padding: 2px;">Browse...</span> <span style="padding: 2px;">Upload</span>
Detailed written description of premises		<input type="text"/> <span style="padding: 2px;">Browse...</span> <span style="padding: 2px;">Upload</span>
Proof of affiliation to relevant association(Liquor Traders)		<input type="text"/> <span style="padding: 2px;">Browse...</span> <span style="padding: 2px;">Upload</span>
500m radius affidavit(school, church, and similar license outlet)		<input type="text"/> <span style="padding: 2px;">Browse...</span> <span style="padding: 2px;">Upload</span>
Color photos of premise External and Internal features		<input type="text"/> <span style="padding: 2px;">Browse...</span> <span style="padding: 2px;">Upload</span>
Power of Attorney		<input type="text"/> <span style="padding: 2px;">Browse...</span> <span style="padding: 2px;">Upload</span>
Proof of lawful Occupation (Consent letter, Title Deed and Lease Agreement)		<input type="text"/> <span style="padding: 2px;">Browse...</span> <span style="padding: 2px;">Upload</span>
Proof of publication in the government gazette		<input type="text"/> <span style="padding: 2px;">Browse...</span> <span style="padding: 2px;">Upload</span>

- 1) Click on Browse and select the type of document you want to upload.
- 2) Then click on Open .
- 3) Click on Upload (the file will then be uploaded/attached to your application).
- 4) Then click on Save and Continue once all relevant documents are uploaded.



The 6<sup>th</sup> and final tab is the declaration and submission page. You will also be able to preview and submit your application from here.

Only once you have ticked the check box and all relevant information and documentation is uploaded onto the system will you be able to submit your application.



## How-to-Guide for GLB Customers

### 5.3.9 Submission Page

- 1) Click on the "I accept" check box.
- 2) Click on **Preview** to access a PDF view of your application prior to submission.
- 3) Click on save in order to save document onto your computer if required (optional).
- 4) Click on **Submit application**.



### New Liquor Licence Application

Progress bar: 1 General Information, 2 Applicant Information, 3 Premise Information, 4 Financial Interest

declare or truly affirm that the information contained in the application is true

I accept

**Submit application** **Cancel** **Preview**



Below is a pop-up box that will prompt you to either save the application preview or view it to ensure that you completed the application correctly.

Do you want to open or save ZGLB\_LIQUOUR\_LICENCING\_INT3.pdf (9.70 KB) from cnbscsapcr01.gpsap.gpg.gov.za?

**Open**

**Save**



Upon successful completion of your application, you will be able to then view the status of your application on the Home page. Please view below image to see where the status will be visible.



Hello

**Log out**

#### Manage Account

Reset Password  
Update Personal Details

#### Useful Links

Customer Care Contact Center  
Terms & Conditions  
QAF

#### Products and Services

Product  
New Liquor Licence Application  
Liquor Licence Renewal  
Liquor Licence Transfer  
Liquor Licence Restoration  
Liquor Licence Alteration/Extension  
Liquor Licence Manager Appointment  
Liquor Licence Additional Document

#### Application Status

Select the application you want to complete from the table below and choose "Complete"

Status	Application Ref No	Application Type	Licence Type	Region	Date	House Number	Street name	Suburb
Pending Submission	GLB110000740230116L	New Liquor Licence Application	01	1	13.06.2016			
Pending Submission	GLB110000980230516L	New Liquor Licence Application	05	1	23.06.2016	1	FSFD	
Pending Submission	GLB1100001140230116L	New Liquor Licence Application	01	1	01.07.2016			
Pending Submission	GLB1100001440230516L	New Liquor Licence Application	05	1	15.07.2016			





How-to-Guide for GLB Customers

## 6 Making Payment



Once your application has been submitted you will be able to pay for your application at the Standard bank branch.

You will use the system generated deposit slip to pay for your application at the branch.



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**Standard Bank**

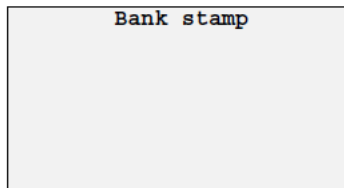
### DEPOSIT SLIP

Payee Account Details:	
Account Name	Gauteng Liquor Board
GLB Active Payment Reference Number	N/A
GLB Payment Reference Number	GL100010210313001241
Date	13.04.2024

Payer Details	
Name	Lerato
Surname	Lebelo

Deposit Amounts		Totals
Cash	Notes	
	Coins	
Cheques		
<b>Total Deposit Amount</b>		<b>R 2000.00</b>

Bank stamp



-----  
Bank Cashier Signature





## 7 Change of application details



By clicking on the number tab you will be able to make changes and can only be made before submission.

- 1) Select Relevant Tab that needs to be changed e.g. Premise Information.
- 2) Change Street Name.
- 3) Change postal code.
- 4) Change Suburb.

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### New Liquor Licence Application

1 General Information   2 Applicant Information   **3 Premise Information**   4 Financial Interest   5 Documentation   6 Declaration and Submission

**Address Information**   Other Premise information

Type of address: Street Address

Province: Gauteng

Street name: Christie

Street type: street

City: Johannesburg

Postal Code: 1700

ERF Number:

Farm Number:

Extension: Ext 1

Suburb: Florida Park

Complex name:

House/Flat Number:

Save and Continue   Cancel

- 5) Then click on **Save and Continue**.

Close your application once all the required changes have been made.

All changes made will be saved onto the application in the system.



How-to-Guide for GLB Customers

## 8 Apply for Procurement of Financial Interest



Upon completion of this section, you will be able to apply for procurement of financial interest.

**Service List**

Services
New Liquor Licence Application
Liquor Licence Renewal
Liquor Licence Transfer
Liquor Licence Restoration
Liquor Licence Alteration/Extension
Liquor Licence Manager Appointment
Make Payment
Liquor Licence Application Withdrawal
Liquor Licence Shebeen
Liquor Licence Procurement

**Application Status**

Select the application you want to complete from the table

Complete Delete Draft Make Payment Refresh

Status	Application Ref No
Awaiting Application Payment	GLB1100007390230817L
Awaiting Application Payment	GLB1100007390230817L
Awaiting Application Payment	GLB1100007400230117L
Pending Submission	GLB1100007410230117L
Awaiting Application Payment	GLB1100007440230117L

- 1) Select relevant application.
- 2) Select Procurement of financial interest from the service list.



## How-to-Guide for GLB Customers

### 8.1 General Information

**Procurement of Financial Interest**

1 → 2 → 3 → 4 → 5 → 6 →

General Details   Procurer Information   Premise Information   Financial Interest   Documentation   Declaration

1 Application Type: Procurement of Financial Interest

\* Licence Number: GLB1100007440230117L

Licence Type: Airport Lounge Licence Airline

Type of Applicant: Natural Person

2 Save and Continue Cancel

- 1) View General application.
- 2) Click on Save & Continue.

### 8.2 Applicant Details

**Procurement of Financial Interest**

1 → 2 → 3 → 4 → 5 → 6 →

General Details   Procurer Information   Premise Information   Financial Interest   Documentation   Declaration

Personal Information   Legal Information   Residential/Registered Address

\* Name: Nate

\* Surname: Dogg

Initials: N

\* ID Type: ID Number

\* ID/Permit Number: 8910205137088

\* Date of Birth: 03.04.1990

\* Email: LANCASTERROSE549@GMAIL.CO

Telephone Number (Home): 0000000000

Telephone Number (Work): 0000000000

\* Cell Number: 0711234567

Save & Continue Cancel

- 1) View that procurer details are correct.



## How-to-Guide for GLB Customers

**Procurement of Financial Interest**

1 General Details   2 Procurer Information   3 Premise Information   4 Financial Interest   5 Documentation   6 Declaration

Personal Information   **Legal Information**   1 Residential/Registered Address

A) Has the applicant, in the Republic or elsewhere, in the preceding ten years, been convicted and sentenced for any offence to imprisonment without the option of a fine ?  2

B) Has the applicant in the preceding five years been convicted of an offence in terms of The Gauteng Liquor ACT, No. 2 of 2003 or No. 27 of 1989 ACT and was sentenced to a fine of not less than R200-00 or to imprisonment without the option of a fine or both imprisonment and a fine ?  2

C) Applicant is an unrehabilitated insolvent ?  2

D) Applicant is domiciled in the Republic ?  2

E) Applicant is a minor ?  2

F) Applicant is the spouse of a person contemplated in questions A, B or D?  2

- 1) Click on Legal Information Tab.
- 2) Click on the drop down and select relevant answer.

**Procurement of Financial Interest**

1 General Details   2 Procurer Information   3 Premise Information   4 Financial Interest   5 Documentation   6 Declaration

Personal Information   Legal Information   **Residential/Registered Address** 1

\* Province: Gauteng  2

\* House/Unit Number: 1  3

Complex Name: SOUTH MOTO  4

\* Street Name: TROYE  5

\* Street Type: street  6

Extension: EXT 1  7

ERF Number: 123  8

Farm Number: 123  9

\* Postal Code: 1709  10

11

- 1) Click on Residential/Registered Address.
- 2) Click on Drop down and select relevant province.
- 3) Insert House/Unit Number.
- 4) Insert Complex Name.
- 5) Insert Street Name.
- 6) Click on drop down and select street type.
- 7) Click on drop down and select relevant Extension.
- 8) Insert ERF number.
- 9) Insert Farm Number.
- 10) Insert Postal Code.
- 11) Click on Save and continue.



How-to-Guide for GLB Customers

### 8.3 Premises Information

**Procurement of Financial Interest**

1      2      3      4      5      6  
General Details    Procurer Information    **Premise Information**    Financial Interest    Documentation    Declaration

1

Province:

House/Shop Number:

Complex Name:

Street Number:

Street name:

Street type:

ERF Number:

Farm Number:

Postal Code:

2

- 1) View that Premises information is correct. This section is read-only.
- 2) Click on Save & Continue.



How-to-Guide for GLB Customers

## 8.4 Financial Interest (Interest within Liquor Business)

1 **Interests In Proposed Liquor Establishment**

First name	Last name	Identification type	Identification Number	Initial	Organisation Name	Organisation type	Company Reg Number	Designation	Address	Financial Interest (% Share)
										0,00
<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>

Please supply the information that applies to you.

- 1) Click on add entry.
- 2) Insert Name.
- 3) Insert Surname.
- 4) Select ID Type from drop down.
- 5) Insert ID Number.
- 6) Insert Initials.
- 7) Insert Name of Organization.
- 8) Select Organisation type from drop down.
- 9) Company Reg Number.
- 10) Insert Designation of Organisation.
- 11) Insert Address.
- 12) Insert Financial Interest.



How-to-Guide for GLB Customers

## 8.5 Financial Interest (Interest within Liquor Industry)

Interests Within The Liquor Industry

<b>1</b>	Add entry	Remove entry									
	First name	Last name	Identification type	Identification Number	Initial	Organisation Name	Organisation type	Company Reg Number	Designation	Address	Financial Interest (% Share)
	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>

- 1) Click on add entry.
- 2) Insert Name.
- 3) Insert Surname.
- 4) Insert ID Type.
- 5) Insert ID Number.
- 6) Insert Initials.
- 7) Insert Name of Organization.
- 8) Insert Organisation type.
- 9) Insert Company Reg number
- 10) Insert Designation of Organisation.
- 11) Insert address.
- 12) Insert Financial Interest.
- 13) Click on Save and Continue.



How-to-Guide for GLB Customers

## 8.6 Documents Upload

**Procurement of Financial Interest**

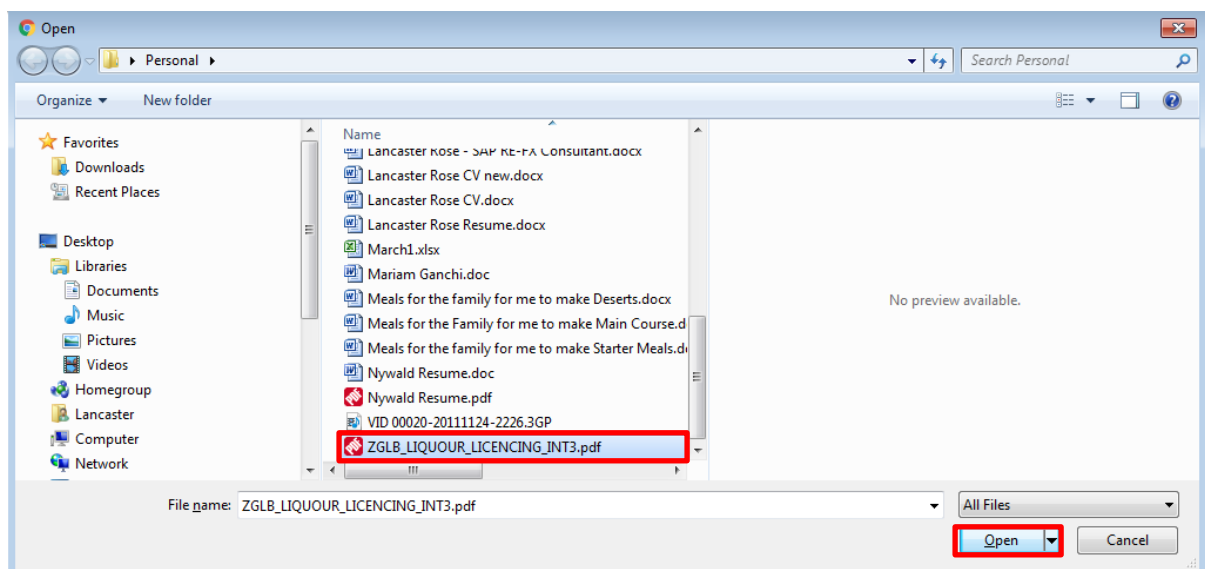
1 General Details   2 Procurer Information   3 Premise Information   4 Financial Interest   **5 Documentation**   6 Declaration

GLB1100009100230724L

**Upload documents individually. Note that only PDF documents of a maximum size of 10MB are allowed.**

File name	File Status	File Input	File Type
RSA ID or Permit of Applicant	Uploaded	<input type="text"/> Browse...	Upload File
Proof of company registration	Uploaded	<input type="text"/> Browse...	Upload File
Clearance certificate (SAPS)	Uploaded	<input type="text"/> Browse...	Upload File
Tax Clearance Certificate (SARS)	Uploaded	<input type="text"/> Browse...	Upload File
Detailed written motivation letter	Uploaded	<input type="text"/> Browse...	Upload File
Proof of affiliation to relevant association(Liquor Traders)	Uploaded	<input type="text"/> Browse...	Upload File
Power of Attorney	Uploaded	<input type="text"/> Browse...	Upload File
Proof of lawful Occupation (Consent letter, Title Deed and Lease Agreement)	Uploaded	<input type="text"/> Browse...	Upload File

- 1) Click on Browse.
- 2) Select relevant type of document that would be uploaded.
- 3) Click on choose file.
- 4) Search within your local drive for valid PDF documents.
- 5) Select the relevant file.
- 6) Click on open.





### How-to-Guide for GLB Customers

- 7) Click on Upload. Once uploaded, the document will appear in “Documents uploaded” section.
- 8) Click on Save and Continue

#### Procurement of Financial Interest

1 General Details   2 Procurer Information   3 Premise Information   4 Financial Interest   **5 Documentation**   6 Declaration

GLB1100009100230724L

**Upload documents individually. Note that only PDF documents of a maximum size of 10MB are allowed.**

File name	File Status	File Input	File Type
RSA ID or Permit of Applicant	Uploaded	<input type="text"/> Browse...	Upload File
Proof of company registration	Uploaded	<input type="text"/> Browse...	Upload File
Clearance certificate (SAPS)	Uploaded	<input type="text"/> Browse...	Upload File
Tax Clearance Certificate (SARS)	Uploaded	<input type="text"/> Browse...	Upload File
Detailed written motivation letter	Uploaded	<input type="text"/> Browse...	Upload File
Proof of affiliation to relevant association(Liquor Traders)	Uploaded	<input type="text"/> Browse...	Upload File
Power of Attorney	Uploaded	<input type="text"/> Browse...	Upload File
Proof of lawful Occupation (Consent letter, Title Deed and Lease Agreement)	Uploaded	<input type="text"/> Browse...	Upload File

**Documents Uploaded**

Save and Continue   Cancel



## 8.7 Declaration

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**Procurement of Financial Interest**

1 General Details   2 Procurer Information   3 Premise Information   4 Financial Interest   5 Documentation   6 Declaration

GLB1000052502317L

I declare or truly affirm that the information contained in the application is true

I accept

Submit Preview Cancel

- 1) View Preview of application.
- 2) Accept declaration and submit application.

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REPUBLIC OF SOUTH AFRICA

**Procurement of Financial Interest**

Your application has been submitted successfully. Check your email for further information.

Close



## How-to-Guide for GLB Customers

### 9 Apply for Transfer of a Liquor Licence



On completion of this section, you will be able to carry out a transfer of a liquor licence.

- 1) Select relevant application
- 2) Click on Transfer Liquor Licence from the service list.
- 3) View requirements to transfer a licence.
- 4) Click on Continue.

**Service List**  
Services  
New Liquor Licence Application  
Renewal Licence Application  
**2) Transfer Application**  
Restoration Application  
Alteration/Extension Application  
Manager Appointment Application  
Make Payment  
Withdrawal Application  
Procurement Application  
Other Section Application  
New Reference Allocation  
Additional Documents Application

**Application Status**  
Select the application you want to complete from the table below and choose "Complete"  
Complete Delete Draft Make Payment Refresh  

Status	Application Ref No	Application Type	Licence Type	Business Name	Region	Date
Application Approved	GLB1100016370230517L	New Application	05	TESTING ADDRESS 6	1	21.12.2017
Pending Submission	GLB1100016400231517L	Duplicate Licence	15	TESTING ADDRESS 7	1	21.12.2017
Pending Submission	GLB1100016400231517L	Manager Appointment	15	TESTING ADDRESS 7	1	21.12.2017
<b>1) Approved</b>	<b>GLB1100016400231517L</b>	<b>New Application</b>	<b>15</b>	<b>TESTING ADDRESS 7</b>	<b>1</b>	<b>21.12.2017</b>
	GLB5100013420231717L	Withdrawal Application	17	STERKFONTEIN CAVES	5	17.08.2017
Pending Submission	GLB5100013420231717L	Manager Appointment	17	STERKFONTEIN CAVES	5	17.08.2017
	GLB5100013420231717L	Transfer of Liquor Licence	17	STERKFONTEIN CAVES	5	17.08.2017
	GLB5100013420231717L	Reference Allocation	17	STERKFONTEIN CAVES	5	17.08.2017
Awaiting Application Payment	GLB5100013420231717L	Renewal of Licence	17	STERKFONTEIN CAVES	5	17.08.2017
Awaiting Application Payment	GLB5100013420231717L	Renewal of Licence	17	STERKFONTEIN CAVES	5	17.08.2017



**Continue** Cancel

#### APPLICATION FOR TRANSFER OF LICENSE IN TERMS OF SECTION 104 OF THE LIQUOR ACT NO 2 OF 2003

The following are required for the lodgment of the transfer of licence application form. Please go through this list before proceeding to complete the application form.

##### a.) REQUIRED DOCUMENTS IN DULICATE

- 1.) Motivation
- 2.) Proof of lawful Occupation(e.g. Lease agreement)
- 3.) Clearance form SAPS
- 4.) Clearance form SARS
- 5.) Certified copy of ID
- 6.) Renewal of Licence
- 7.) Compliance with Tobacco Act(for a consumption)
- 8.) Gauteng Liquor Traders Association Membership (see below)
- 9.) Proof of payment of prescribed fees at FNB(see below)(Reference number needed)

##### b.) Add the following if its a company

- 1.) A Certificate of incorporation
- 2.) Resolution

##### c.) Add the following if the licensee is deceased

- 1.) Lette of executorship
- 2.) Death Certificate
- 3.) ID Copy



## How-to-Guide for GLB Customers

### 9.1 General Information

- 1) View General information.
- 2) Click on Save & Continue.

The screenshot shows the Gauteng Province Economic Development logo at the top. Below it is a blue header with the text "Transfer of Licence". A horizontal progress bar contains six numbered steps: 1. General Details (highlighted in yellow), 2. Application Information, 3. Premise Information, 4. Financial Interest, 5. Documentation, and 6. Declaration. Below the progress bar, the "Application Type" is set to "Transfer of Liquor Licence" and the "\* Licence Number" is "GLB1100016400231517L". At the bottom, there are two buttons: "Save and Continue" (highlighted in yellow) and "Cancel".



## 9.2 Applicant Information

View Current Licence Holder information. This section is read-only.

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### Transfer of Licence

1 2 3 4 5 6

General Details Application Information Premise Information Financial Interest Documentation Declaration

**Current Licence Holder** Prospective Licence Holder Prospective Licence Holder Address Legal - Prospective Licence Holder

Name:

Surname:

Initials:

ID Type:

ID/Permit Number:

Date of Birth: 08.02.2017

Email:

Telephone Number (Home):

Telephone Number (Work):

Cell Number:

- 1) Click on Prospective Licence Holder.
- 2) Insert Name.
- 3) Insert Surname.
- 4) Insert Initials.
- 5) Select ID Type.
- 6) Insert ID / Permit Number.
- 7) Insert Date of Birth.
- 8) Insert Email Address.
- 9) Insert Home Tel Number.
- 10) Insert Work Tel number.
- 11) Insert Cell Phone Number.



How-to-Guide for GLB Customers



**Transfer of Licence**

1 2 3 4 5 6

General Details Application Information Premise Information Financial Interest Documentation Declaration

Current Licence Holder **Prospective Licence Holder** 1 Prospective Licence Holder Address Legal - Prospective Licence Holder

Name:  2

Surname:  3

Initials:  4

ID Type:  5

ID/Permit Number:  6

Date of Birth: 08.02.2017  7

Email:  8

Telephone Number (Home): 0000000000 9

Telephone Number (Work): 0000000000 10

Cell Number: 0000000000 11

- 12) Click on Prospective Licence Holder Address.
- 13) Select Province from drop down.
- 14) Insert House / Unit Number.
- 15) Insert Complex Name.
- 16) Insert Street Number.
- 17) Insert Street Name.
- 18) Select Street Type.
- 19) Select Extension from drop down list.
- 20) Insert Erf Number.
- 21) Insert Farm Number.
- 22) Insert Postal code.



How-to-Guide for GLB Customers



**Transfer of Licence**

1 2 3 4 5 6

General Details Application Information Premise Information Financial Interest Documentation Declaration

Current Licence Holder Prospective Licence Holder **Prospective Licence Holder Address** Legal - Prospective Licence Holder

Province:

House/Unit Number:

Complex Name:

Street Number:

Street Name:

Street Type:

Extension:

ERF Number:

Farm Number:

Postal Code:

- 1) Click on Legal – Prospective Licence Holder Address.
- 2) Select Answers honestly for legal questions.
- 3) Click on Save & Continue.

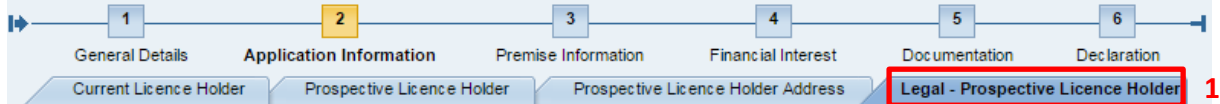




How-to-Guide for GLB Customers



**Transfer of Licence**



- A) Has the applicant, in the Republic or elsewhere, in the preceding ten years, been convicted and sentenced for any offence to imprisonment without the option of a fine ?
- B) Has the applicant in the preceding five years been convicted of an offence in terms of The Gauteng Liquor ACT, No. 2 of 2003 or No. 27 of 1989 ACT and was sentenced to a fine of not less than R200-00 or to imprisonment without the option of a fine or both imprisonment and a fine ?
- C) Applicant is an unrehabilitated insolvent ?
- D) Applicant is domiciled in the Republic ?
- E) Applicant is a minor ?
- F) Applicant is the spouse of a person contemplated in questions A, B or D?

**3**



## How-to-Guide for GLB Customers

### 9.3 Premises Information

**GAUTENG PROVINCE**  
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REPUBLIC OF SOUTH AFRICA

### Transfer of Licence

1 General Details    2 Application Information    **3 Premise Information**    4 Financial Interest    5 Documentation    6 Declaration

Province:

House/Shop Number:

Complex Name:

Street Number:

Street name:

Street type:

Suburb:

ERF Number:

Farm Number:

Postal Code:

- 1) View that premises information is correct (Premise information is read only).
- 2) Click on Continue.

### 9.4 Documentation



Please remember that the format of the documentation that you would be uploading should be as PDF.

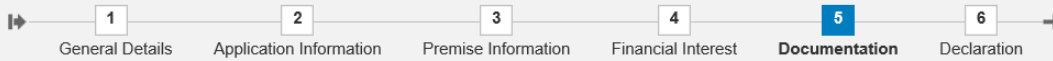


### How-to-Guide for GLB Customers

- 1) Select the type of document to be uploaded. Documents must be uploaded individually.
- 2) Click on Browse.
- 3) Select File.
- 4) Click on Upload.
- 5) Click on Save & Continue.



### Transfer of Licence



GLB1100009100230724L

Upload documents individually. Note that only PDF documents of a maximum size of 10MB are allowed.

File name	File Status	File Input	File Upload
RSA ID or Permit of Applicant	Uploaded	<input type="text"/> <span>Browse...</span>	<input type="button" value="File Upload"/>
Proof of company registration	Uploaded	<input type="text"/> <span>Browse...</span>	<input type="button" value="File Upload"/>
Clearance certificate (SAPS)	Uploaded	<input type="text"/> <span>Browse...</span>	<input type="button" value="File Upload"/>
Tax Clearance Certificate (SARS)	Uploaded	<input type="text"/> <span>Browse...</span>	<input type="button" value="File Upload"/>
Detailed written motivation letter	Uploaded	<input type="text"/> <span>Browse...</span>	<input type="button" value="File Upload"/>
Proof of affiliation to relevant association(Liquor Traders)	Uploaded	<input type="text"/> <span>Browse...</span>	<input type="button" value="File Upload"/>
Power of Attorney	Uploaded	<input type="text"/> <span>Browse...</span>	<input type="button" value="File Upload"/>
Proof of lawful Occupation (Consent letter, Title Deed and Lease Agreement)	Uploaded	<input type="text"/> <span>Browse...</span>	<input type="button" value="File Upload"/>

File name	File Status	File Input	File Upload
RSA ID or Permit of Applicant	Uploaded	<input type="text"/> <span>Browse...</span>	<input type="button" value="File Upload"/>
Proof of company registration	Uploaded	<input type="text"/> <span>Browse...</span>	<input type="button" value="File Upload"/>
Clearance certificate (SAPS)	Uploaded	<input type="text"/> <span>Browse...</span>	<input type="button" value="File Upload"/>
Tax Clearance Certificate (SARS)	Uploaded	<input type="text"/> <span>Browse...</span>	<input type="button" value="File Upload"/>
Detailed written motivation letter	Uploaded	<input type="text"/> <span>Browse...</span>	<input type="button" value="File Upload"/>
Proof of affiliation to relevant association(Liquor Traders)	Uploaded	<input type="text"/> <span>Browse...</span>	<input type="button" value="File Upload"/>
Power of Attorney	Uploaded	<input type="text"/> <span>Browse...</span>	<input type="button" value="File Upload"/>
Proof of lawful Occupation (Consent letter, Title Deed and Lease Agreement)	Uploaded	<input type="text"/> <span>Browse...</span>	<input type="button" value="File Upload"/>

**Documents Uploaded**



## 9.5 Financial Interest

**Transfer of Licence**

1 General Details   2 Application Information   3 Premise Information   **4 Financial Interest**   5 Documentation   6 Declaration

**Interest within Liquor Business**

New Entry   Delete Entry

Name	Surname	Initials	ID Type	ID Number	Name of Organization	Company Reg Number	Postal Address	Designation in Organization	Financial Interest (%)

- 1) Click on New Entry.
- 2) Insert relevant Information on Interests in the Liquor Business.

**Interest within Liquor Industry**

New Entry   Delete Entry

Name	Surname	Initials	ID Type	ID Number	Name of Organization	Company Reg Number	Postal Address	Designation in Organization	Financial Interest (%)

Save & Continue   Cancel

- 1) Click on New Entry.
- 2) Insert Information on interests within the liquor industry.
- 3) Click on Save & Continue.

## 9.6 Documentation

## How-to-Guide for GLB Customers

### Procurement of Financial Interest

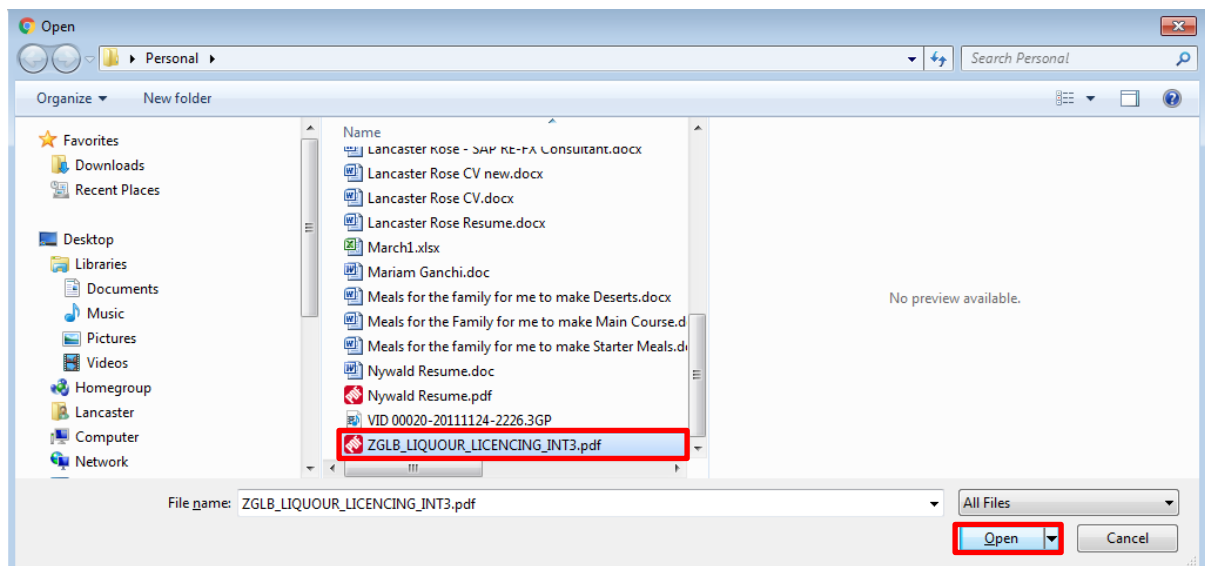
1 General Details   2 Procurer Information   3 Premise Information   4 Financial Interest   **5 Documentation**   6 Declaration

GLB1100009100230724L

**Upload documents individually. Note that only PDF documents of a maximum size of 10MB are allowed.**

File name	File Status	File Input	File Type
RSA ID or Permit of Applicant	Uploaded	<input type="text"/> Browse...	Upload File
Proof of company registration	Uploaded	<input type="text"/> Browse...	Upload File
Clearance certificate (SAPS)	Uploaded	<input type="text"/> Browse...	Upload File
Tax Clearance Certificate (SARS)	Uploaded	<input type="text"/> Browse...	Upload File
Detailed written motivation letter	Uploaded	<input type="text"/> Browse...	Upload File
Proof of affiliation to relevant association(Liquor Traders)	Uploaded	<input type="text"/> Browse...	Upload File
Power of Attorney	Uploaded	<input type="text"/> Browse...	Upload File
Proof of lawful Occupation (Consent letter, Title Deed and Lease Agreement)	Uploaded	<input type="text"/> Browse...	Upload File

- 1) Click on Browse.
- 2) Select relevant type of document that would be uploaded.
- 3) Click on choose file.
- 4) Search within your local drive for valid PDF documents.
- 5) Select the relevant file.
- 6) Click on open.

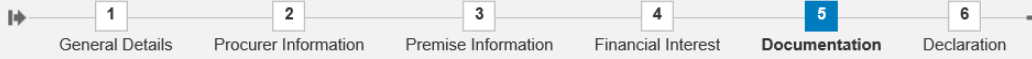


- 7) Click on Upload. Once uploaded, the document will appear in “Documents uploaded” section.
- 8) Click on Save and Continue



### How-to-Guide for GLB Customers

## Procurement of Financial Interest



GLB1100009100230724L

**Upload documents individually. Note that only PDF documents of a maximum size of 10MB are allowed.**

File name	File Status	File Input	File Type
RSA ID or Permit of Applicant	Uploaded	<input type="text"/> Browse...	Upload File
Proof of company registration	Uploaded	<input type="text"/> Browse...	Upload File
Clearance certificate (SAPS)	Uploaded	<input type="text"/> Browse...	Upload File
Tax Clearance Certificate (SARS)	Uploaded	<input type="text"/> Browse...	Upload File
Detailed written motivation letter	Uploaded	<input type="text"/> Browse...	Upload File
Proof of affiliation to relevant association(Liquor Traders)	Uploaded	<input type="text"/> Browse...	Upload File
Power of Attorney	Uploaded	<input type="text"/> Browse...	Upload File
Proof of lawful Occupation (Consent letter, Title Deed and Lease Agreement)	Uploaded	<input type="text"/> Browse...	Upload File

File name	File Status	File Input	File Type
RSA ID or Permit of Applicant	Uploaded	<input type="text"/> Browse...	Upload File
Proof of company registration	Uploaded	<input type="text"/> Browse...	Upload File
Clearance certificate (SAPS)	Uploaded	<input type="text"/> Browse...	Upload File
Tax Clearance Certificate (SARS)	Uploaded	<input type="text"/> Browse...	Upload File
Detailed written motivation letter	Uploaded	<input type="text"/> Browse...	Upload File
Proof of affiliation to relevant association(Liquor Traders)	Uploaded	<input type="text"/> Browse...	Upload File
Power of Attorney	Uploaded	<input type="text"/> Browse...	Upload File
Proof of lawful Occupation (Consent letter, Title Deed and Lease Agreement)	Uploaded	<input type="text"/> Browse...	Upload File

**Documents Uploaded**  
Save and Continue    Cancel

## How-to-Guide for GLB Customers

### 9.7 Declaration



The screenshot shows the 'Transfer of Licence' application form. At the top is the Gauteng Province logo and name. Below it is a progress bar with six steps: 1. General Details, 2. Application Information, 3. Premise Information, 4. Financial Interest, 5. Documentation, and 6. Declaration. Step 6 is highlighted in yellow. The application ID 'GLB1000052502317L' is displayed. Below the ID is a declaration statement: 'I declare or truly affirm that the information contained in the application is true'. Underneath is a checkbox labeled 'I accept' which is currently unchecked. At the bottom are three buttons: 'Submit', 'Preview', and 'Cancel'. The 'Submit' and 'Preview' buttons are highlighted with red boxes.

- 1) Preview Transfer application.
- 2) Accept declaration and Submit Application.



The screenshot shows the 'Transfer of Licence' application form after successful submission. At the top is the Gauteng Province logo and name. Below it is a message: 'Your application has been submitted successfully. Check your email for further information.' At the bottom are two buttons: 'Close' and 'Proceed To Payment'. Both buttons are highlighted with red boxes.

- 3) Click on Close.
- 4) Or click on Proceed to Payment.



## How-to-Guide for GLB Customers

### 10 Apply for Restoration of a Lapsed Licence



Upon completion of this section, you will be able to complete an application for the restoration of a lapsed liquor licence.

- 1) Once you are logged in select the licence that you would like to have restored.
- 2) Click on Liquor Licence Restoration.
- 3) View requirements for this type of application on the information page.
- 4) Click on continue to proceed.

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Hello Fazlin Rose

**Manage Account**  
[Reset Password](#)  
[Update Personal Details](#)

**Useful Links**  
Customer Care Contact Center  
Terms & Conditions  
QAF

**Service List**

- Services
- New Liquor Licence Application
- Renewal Licence Application
- Transfer Application
- Restoration Application**
- Alteration/Extension Application
- Manager Appointment Application
- Make Payment
- Withdrawal Application
- Procurement Application
- Other Section Application

**Application Status**

Select the application you want to complete from the table below and choose "Complete"

Complete Delete Draft Make Payment Refresh

Status	Application Ref No	Application Type	Licence Type	Business Name	Region
	GLB1100014450231117L	Renewal of Licence	11	TOPS AT SPAR	1
Approved	GLB1100014450231117L	New Application	11	TOPS AT SPAR	1
Awaiting Application Payment	GLB1100014450231117L	Duplicate Licence	11	TOPS AT SPAR	1
Awaiting Application Payment	GLB1100014450231117L	Manager Appointment	11	TOPS AT SPAR	1
Awaiting Application Payment	GLB1100014450231117L	Alteration & Extensions of Premises	11	TOPS AT SPAR	1
Awaiting Application Payment	GLB1100014450231117L	Transfer of Liquor Licence	11	TOPS AT SPAR	1
Pending Submission	GLB1100014460231017L	Restoration of Licence	10	VILLA SIMONNE	1
<b>Application Submitted</b>	<b>GLB1100014460231017L</b>	<b>Reference Allocation</b>	<b>10</b>	<b>VILLA SIMONNE</b>	<b>1</b>

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**Continue** **Cancel**

**Requirements for restoration of lapsed licences in terms of Section 99(1) c**

- A letter/Affidavit to the Gauteng Liquor Board requesting restoration of lapsed licence, letter must state reasons why the licence was not renewed.
- Copy of I.D of licence holder.
- Copy of the last paid renewal advice.





## How-to-Guide for GLB Customers

### 10.1 General Information

- 1) View that General information is correct.
- 2) Click on Save & Continue.

**Restoration Of Licence**

1      2      3      4      6

General Information    Applicant Information    Premise Information    Documents Upload    Declaration and Submission

Application Type: Restoration of Licence

Licence Type: 17

\* Licence Number: GLB1100003230231717L

Save and Continue    Cancel



## How-to-Guide for GLB Customers

### 10.2 Applicant Information

- 1) View Personal Information to ensure that it is correct.
- 2) Click on Residential address.
- 3) Check Address information.
- 4) Click on Continue.

**Restoration Of Licence**

1 General Information   2 Applicant Information   3 Premise Information   4 Documents Upload   6 Declaration and Submission

**Personal Details**   Residential/Registered Address

Name:

Surname:

Initials:

ID Type:

ID/Permit Number:

Date of Birth:

Email:

Telephone Number (Home):

Telephone Number (Work):

Cell Number:

**Save & Continue**   Cancel

**Restoration Of Licence**

1 General Information   2 Applicant Information   3 Premise Information   4 Documents Upload   6 Declaration and Submission

Personal Details   **Residential/Registered Address**

Address Type:

Province:

Street Name:

Street Type:

Street Number:

Complex Name:

Complex Number:

Suburb:

Extension:

House/Unit Number:

ERF Number:

Farm Number:

City:

PO Box / Private Bag:

Postal Code:

**Save & Continue**   Cancel



## 10.3 Premises Information

- 5) Check that the Business Premises address is correct. This is read-only.
- 6) Click on Continue.



### Restoration Of Licence

Progress bar: 1 General Information, 2 Applicant Information, 3 **Premise Information**, 4 Documents Upload, 5 Declaration and Submission

Type of address:

Province:

Street name:

Street type:

Street Number:

Complex name:

Suburb:

Extension:

House/Shop Number:

Farm Number:

ERF Number:

City:

Postal Code:

PO Box / Private Bag:



### How-to-Guide for GLB Customers

## 10.4 Documents Upload

- 1) Upload relevant documents.
- 2) Click on Save & Continue.

**Restoration Of Licence**

1      2      3      4      6

General Information   Applicant Information   Premise Information   **Documents Upload**   Declaration and Submission

GLB1100009030230924L

**Upload documents individually. Note that only PDF documents of a maximum size of 10MB are allowed.**

Download file   Delete File

File name	File Status	File Input	File Type
RSA ID or Permit of Applicant	Uploaded	<input type="text"/> Browse...	Upload File
Original or Certified Copy of the Liquor Licence		<input type="text"/> Browse...	Upload File
Previous year proof of payment for existing license		<input type="text"/> Browse...	Upload File
Request Letter or Affidavit		<input type="text"/> Browse...	Upload File

## 10.5 Declaration

- 1) Preview application.
- 2) Accept and submit application.

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**Restoration Of Licence**

1      2      3      4      6

General Information   Applicant Information   Premise Information   Documents Upload   **Declaration and Submission**

I declare or truly affirm that the information contained in the application is true

I accept



## How-to-Guide for GLB Customers

### 11 Appointment of a Manager



On completion of this section, you will be able to appoint a manager for your liquor business.

- 1) Select relevant licence.
- 2) Click on Liquor Licence Manager Appointment.
- 3) View required documents from information page.
- 4) Click on Continue.

**Hello Nina Rose**

**Manage Account**  
Reset Password  
Update Personal Details

**Useful Links**  
Customer Care Contact Center  
Terms & Conditions  
QAF

**Existing Licences**

**Service List**

- Services
- New Liquor Licence Application
- Liquor Licence Renewal
- Liquor Licence Transfer
- Liquor Licence Restoration
- Liquor Licence Alteration/Extension
- Liquor Licence Manager Appointment**
- Make Payment
- Liquor Licence Application Withdrawal
- Liquor Licence Shebeen
- Liquor Licence Procurement
- Liquor Licence Other Section
- Liquor Licence Additional Documents

**Application Status**

Select the application you want to complete from the table below and choose "Complete"

Complete Delete Draft Make Payment Refresh

Status	Application Ref No	Application Type	License Type	Region	Date	House/Flat Number
Awaiting Application Payment	GLB1100009980231117L	New Application	11	1	05.05.2017	1
Pending Submission	GLB1100010010231117L	New Application	11	1	06.05.2017	
Awaiting Application Payment	GLB1100010021413117L	Shebeen Licence	31	1	06.05.2017	1
Awaiting Application Payment	GLB1100010071413117L	Shebeen Licence	31	1	06.05.2017	1
Awaiting Application Payment	GLB1100010081413117L	Shebeen Licence	31	1	06.05.2017	123



**Continue** **Cancel**

#### APPLICATION IN TERMS OF SECTION 23 OF THE LIQUOR ACT NO 2 OF 2003

The following are required for the lodgment of the new licence application form. Please go through this list before proceeding to complete the application form.

A detailed written motivation in support of the licence applied for  
A detailed sketch plan of the premises (APPROVED by the Council)  
A detailed written description of the premises to which the application relates.  
Colour photos of the external & internal features of the premises Proof of payment of the prescribed fee Proof of affiliation to an association, (liquor traders association) for the current year (see below)  
A certificate of suitability on the person or the applicant issued by S.A.P.S (clearance certificate) Clearance certificate by S.A.R.S. that the applicant complies with tax laws  
Proof of lawful occupation (lease agreement or title deed);  
Proof of publication of notices in the newspapers x2 (Original Newspapers)  
Menu (food) for on-consumption  
500m radius affidavit (school, church and similar licensed outlet)  
Compliance with Tobacco Products Control Amended Act. No. 12 of 1999  
Certified ID Copy/s Of the Applicant/s  
Local Authority Approval on a relevant letterhead signed by a designated executing officer and not a Ward Council. ( With Health Certificate and Emergency Services Certificate)  
If the applicant is Company – Certificate of Incorporation and original resolution, Close Co-operation –CK Form and resolution if it constituted by more than one (1) member

- 5) View General information Tab
- 6) Click on Save and continue.



## How-to-Guide for GLB Customers

### Manager Appointment

➔ **1** **2** **3** **4** **5** **6** ➔

General Details    Application Information    Business Premises    Manager Information    Documents Upload    Declaration

Application Type:

Licence Type:

\* Licence Number:



How-to-Guide for GLB Customers

## 11.1 Applicant Details

**Manager Appointment**

1 General Details    2 Application Information    3 Business Premises    4 Manager Information    5 Documents Upload    6 Declaration

\* Type of Applicant: Natural Person

\* Name: Nate

\* Surname: Dogg

ID Type: ID Number

\* ID Number: 8910205137088

\* Email: LANCASTERROSE549@GMAIL.COM

Home Tel Number: 0000000000

Work Tel No: 0000000000

\* Cell Phone Number: 0711234567

\* Street Name: TROYE

\* Suburb: FLORIDA

City: Johannesburg

P.O. Box:

\* Postal Address: 1709

\* Province: Gauteng

Save & Continue    Cancel

- 1) Applicant information is displayed.
- 2) Click on Continue.



## How-to-Guide for GLB Customers

### 11.2 Business Premises

- 3) View that business address is correct. (Pre-populated, Read only Fields)
- 4) Click on Continue.

**Manager Appointment**

1      2      3      4      5      6

General Details    Application Information    **Business Premises**    Manager Information    Documents Upload    Declaration

House/Unit Number:

Complex Name:

Street Number:

Street name:

Suburb:

Extension:

City:

ERF Number:

Farm Number:

Province:





How-to-Guide for GLB Customers

### 11.3 Manager Information

Enter the previous manager details:

- 1) Click on add entry.
- 2) Insert House / Unit Number.
- 3) Insert Complex Name.
- 4) Insert Street Number.
- 5) Insert Suburb.
- 6) Insert extension.

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### Manager Appointment

1 2 3 4 5 6  
General Details Application Information Business Premises **Manager Information** Documents Upload Declaration

Manager Information Prospective Manager : Personal Details Prospective Manager : Residential Address Prospective Manager: Legal

Previous Manager

List Of Current Managers

Remove Entry **Add Entry 1**

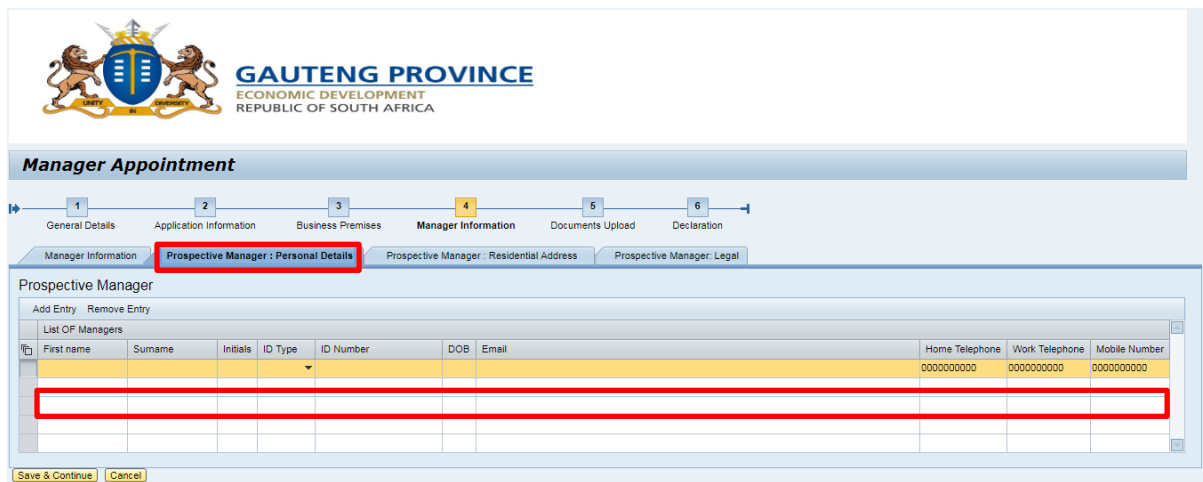
	House Number	Complex Name	Street Number	Suburb	Extension
<input type="checkbox"/>					
	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>

Save & Continue Cancel

## How-to-Guide for GLB Customers

Enter the prospective manager details next:

- 1) Click on “Prospective Manger: Personal Details”.
- 2) Insert Prospective Manager First Name.
- 3) Insert Prospective Manager Surname.
- 4) Insert Prospective Manager Initials.
- 5) Select Prospective Manager ID Type.
- 6) Insert Prospective Manager ID Number.
- 7) Insert Prospective Manager Date of Birth.
- 8) Insert Prospective Manager Email Address.
- 9) Insert Prospective Manager Home Tel Number.
- 10) Insert Prospective Manager Work Tel Number.
- 11) Insert Prospective Manager Cell Phone Number.



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### Manager Appointment

1 General Details   2 Application Information   3 Business Premises   4 **Manager Information**   5 Documents Upload   6 Declaration

Manager Information   **Prospective Manager: Personal Details**   Prospective Manager: Residential Address   Prospective Manager: Legal

Prospective Manager

Add Entry Remove Entry

First name	Surname	Initials	ID Type	ID Number	DOB	Email	Home Telephone	Work Telephone	Mobile Number
							0000000000	0000000000	0000000000

Save & Continue Cancel



### How-to-Guide for GLB Customers

- 1) Click on Prospective Manager: Residential Address.
- 2) Select Province From Drop Down.
- 3) Insert House / Unit Number.
- 4) Insert Complex Name.
- 5) Insert Street Number.
- 6) Insert Street Name.
- 7) Select street type from drop down.
- 8) Select Extension from drop down list.
- 9) Select Suburb from drop down list.
- 10) Select City from Drop Down list.
- 11) Insert P.O. Box (Optional).
- 12) Insert Postal Code.

**Manager Appointment**

1 General Details   2 Application Information   3 Business Premises   **4 Manager Information**   5 Documents Upload   6 Declaration

Manager Information   Prospective Manager: Personal Details   **Prospective Manager: Residential Address**   Prospective Manager: Legal

Prospective Manager

Managers Address List

Add Entry   Remove Entry

Province	House No	Complex Name	Street Number	Street Name	Street Type	Extension	Suburb	City	PO Box	Postal Code
										0000

Save & Continue   Cancel



**How-to-Guide for GLB Customers**

- 1) Click on Prospective Manager: Legal Tab.
- 2) Answer Legal Questions accurately and honestly.
- 3) Click on Save & Continue.

**Manager Appointment**

1 General Details   2 Application Information   3 Business Premises   4 **Manager Information**   5 Documents Upload   6 Declaration

Manager Information   Prospective Manager : Personal Details   Prospective Manager : Residential Address   **Prospective Manager: Legal**

**Prospective Manager**

**Applicants Legal Status**

Add Entry   Remove Entry

Convicted in The Past 10 years	Convicted in The Past 5 Years	Unrehabilitated Insolvent	Domiciled in The Republic	Applicant is Minor	Spouse of Person Contemplated

**Save & Continue**   Cancel



## 11.4 Documents Upload



Remember that the documents that are to be uploaded are to be converted to PDF's and should not exceed 2MB.

- 1) Upload the required documents.
- 2) Select document type from Browse.
- 3) Choose the file from your computer.
- 4) Click upload.

**Manager Appointment**

1 2 3 4 5 6  
General Details Application Information Business Premises Manager Information **Documents Upload** Declaration

GLB1100009030230924L

**Upload documents individually. Note that only PDF documents of a maximum size of 10MB are allowed.**

Download file Delete File

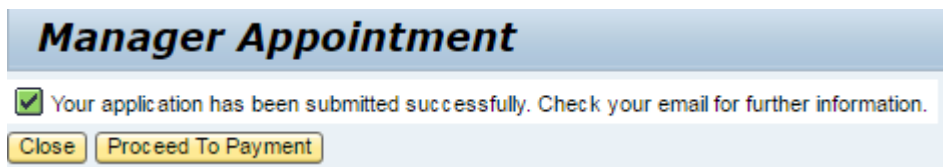
File name	File Status	File Input	File Upload
RSA ID or Permit of Applicant		<input type="text"/> Browse...	<input type="button" value="File Upload"/>
Clearance certificate (SAPS)	Uploaded	<input type="text"/> Browse...	<input type="button" value="File Upload"/>
Power of Attorney	Uploaded	<input type="text"/> Browse...	<input type="button" value="File Upload"/>

## 11.5 Declaration

- 1) Preview Manager Appointment Application (click the Preview button on the screen).
- 2) Accept declaration and Submit application.



The screenshot shows the 'Manager Appointment' declaration screen. At the top is the Gauteng Province logo and name. Below it is a progress bar with six steps: 1. General Details, 2. Application Information, 3. Business Premises, 4. Manager Information, 5. Documents Upload, and 6. Declaration. The 'Declaration' step is highlighted in yellow. Below the progress bar, the application ID 'GLB100005270230517L' is displayed. A declaration statement reads: 'I declare or truly affirm that the information contained in the application is true'. Below this is an 'I accept' checkbox, which is checked. At the bottom are 'Submit' and 'Cancel' buttons.



The screenshot shows a success message for the 'Manager Appointment'. The title is 'Manager Appointment'. The message text is: 'Your application has been submitted successfully. Check your email for further information.' Below the message are two buttons: 'Close' and 'Proceed To Payment'.

After the submission of your application the below will be provided for you:

- Payment advice & deposit slip issued
- Email notification sent with the above attached as well.
- You will also be able to proceed to make payment online or at the bank.

How-to-Guide for GLB Customers

## 12 Apply for Other Sections



On completion of this section, you will be able to apply for other sections.

- 1) Click on relevant application
- 2) Select Liquor Licence Other Sections.

**Service List**

Services
New Liquor Licence Application
Liquor Licence Renewal
Liquor Licence Transfer
Liquor Licence Restoration
Liquor Licence Alteration/Extension
Liquor Licence Manager Appointment
Make Payment
Liquor Licence Application Withdrawal
Liquor Licence Shebeen
Liquor Licence Procurement
Liquor Licence Other Section
Liquor Licence Additional Documents

**Application Status**

Select the application you want to complete from the table below and choose "Complete"

Complete Delete Draft Make Payment Refresh

Status	Application Ref No	Application Type
Awaiting Application Payment	GLB1100007390230817L	Manager Appointment
Awaiting Application Payment	GLB1100007390230817L	Transfer of Liquor Licence
Awaiting Application Payment	GLB1100007400230117L	New Application
Pending Submission	GLB1100007410230117L	New Application
Awaiting Application Payment	GLB1100007440230117L	New Application



## 12.1 General Details Tab

- 1) Click on the drop down.
- 2) Select Application Type.
- 3) Click on Save & Continue.

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### Other Sections

1 General Information    2 Applicant Details    3 Premise Information    4 Documentation    5 Declaration

Select Application Type:  ▼ 1, 2

Licence Number:

Licence Type:

3 Save and Continue

- Duplicate Licence
- Copy of Application
- Copy of Inspection Report
- Copy of Minutes of the Board
- Change of Name Request





How-to-Guide for GLB Customers

## 12.2 Applicant Information Tab

- 1) Ensure that premises address information is correct. This section will be read-only.
- 2) Click on Continue.

**Other Sections**

1      2      3      4      5

General Information    **Applicant Details**    Premise Information    Documentation    Declaration

\* Name:

\* Surname:

\* ID Type:

\* ID/Permit Number:

Trading Name:

Name of Organization:

Organization Registration Number:



## 12.3 Premises Information

- 1) Ensure that premises address information is correct. This section will be read-only.
- 2) Click on Continue.

**Other Sections**

1      2      3      4      5  
General Information    Applicant Details    **Premise Information**    Documentation    Declaration

Province:

House/Shop Number:

Complex Name:

Street Number:

Street name:

Street type:

ERF Number:

Farm Number:

Postal Code:



## How-to-Guide for GLB Customers

### 12.4 Documents Upload

- 1) Click on browse.
- 2) Select relevant document to be uploaded.
- 3) Search for the valid document select it.
- 4) Click on open.
- 5) Click on upload.

**Other Sections**

1 2 3 4 5  
General Information Applicant Details Premise Information **Documentation** Declaration

GLB1100009030230924L

**Upload documents individually. Note that only PDF documents of a maximum size of 10MB are allowed.**

File name	File Status	File Input	File Upload
RSA ID or Permit of Applicant	Uploaded	Browse...	Upload File
Proof of publication of notice in 2 local newspapers	Uploaded	Browse...	Upload File
Proof of company registration	Uploaded	Browse...	Upload File
Local Authority Approval on a relevant letterhead(Zoning/Rezoning/Consent use)	Uploaded	Browse...	Upload File
Clearance certificate (SAPS)	Uploaded	Browse...	Upload File
Tax Clearance Certificate (SARS)	Uploaded	Browse...	Upload File
Detailed written motivation letter	Uploaded	Browse...	Upload File
Sketch plan of the premises (APPROVED by the Council)	Uploaded	Browse...	Upload File
Detailed written description of premises	Uploaded	Browse...	Upload File
Proof of affiliation to relevant association(Liquor Traders)	Uploaded	Browse...	Upload File
Food menu for on-consumption liquor licence type	Uploaded	Browse...	Upload File
500m radius affidavit(school, church, and similar license outlet	Uploaded	Browse...	Upload File
Compliance with the Tobacco Act (for on-consumption licence)	Uploaded	Browse...	Upload File
Color photos of premise External and Internal features	Uploaded	Browse...	Upload File
Power of Attorney	Uploaded	Browse...	Upload File



## 12.5 Declaration

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

**Other Sections**

1 General Information    2 Applicant Details    3 Premise Information    4 Documentation    5 Declaration

I declare or truly affirm that the information contained in the application is true

I accept

- 1) Click on Preview to view application information.
- 2) Click on the "I accept" check box.
- 3) Click on Submit.