

**Government of Goa****Office of the Commissioner of Excise**

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## C I R C U L A R

### Sub: guidelines for recording/renewal of labels.

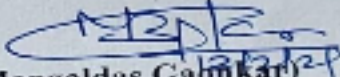
In the interest of ease of doing business and to facilitate dealers the procedures for recording/ renewal of labels have been simplified as under:

1. With regards to label; there will be four types of application i) Label Registration ii) Label Renewal iii) Label Change Request and iv) Transfer of Label/ Parallel Distribution.
2. Labels shall be registered once and thereafter same label will be renewed for every financial year without any changes. The dealer is required to give an Undertaking stating that the label applied for renewal is the replica of the registered label and Excise Official incharge of the unit will be required to certify the same.
3. Under Change Request only Change in MRP, Change in Pack Size, Change in Destination and change in Statutory Disclaimer request will be allowed.
4. The label will need to be recorded/ renewed as "For Sale in Goa Only, For Export Only, For Export overseas Only and For Sale to CSD". For labels meant for Export to different States, once Change in label request with words "For Export" is sufficient. Take on record for new destination for each state is not required. Change request for New Destination for specific State can be made only if there is a requirement from the unit or importing state.
5. Digital signature on all type of label approval letters to be introduced so as to give the print option to the unit itself.

6. There will be no requirement of physical labels submission for recording/renewal of labels; however, the same can be issued on a specific request of the applicant.

In view of above, necessary changes will be made in GEMS portal which will be available for recording/renewal of label for the financial year 2021-22 onwards. Hence, all the Excise Officials incharge of manufacturing units and Excise Stations are hereby directed to bring the contents of this Circular to the notice of the Manufacturing units and wholesalers and others concerned.

This issues with the approval of the Commissioner of Excise.

  
(Mangaldas Gabekar)  
Asstt. Commissioner of Excise

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