

NATIONAL LIQUOR AUTHORITY (NLA) INFORMATION BROCHURE



the dti

Department:
Trade and Industry
REPUBLIC OF SOUTH AFRICA



© Department of Trade and Industry, June 2010.
Reproduction is permitted, provided the source is acknowledged.

Images are courtesy of **the dti** Photo Library,
Stock.Xchng (www.sxc.hu) and
Media Club South Africa (www.MediaClubSouthAfrica.com).

Published by the Department of Trade and Industry
Department of Trade and Industry
Private Bag X84
Pretoria
0001

Guidelines for Transfer of Registration, Relocation to New Premises, Alterations and Joint Venture(s)

1. Introduction

By law, every person who trades in liquor must have a licence or certificate to do so. A liquor licence to sell directly to customers, such as in pubs and taverns, or for micro-manufacturing, is issued by the provincial liquor boards while a certificate to distribute or for macro-manufacturing is issued by the Minister through the National Liquor Authority. This brochure only addresses the aspects relating to certificates issued by the National Liquor Authority.

Once a certificate is issued to an entity, the entity is not allowed to transfer such certificate or to alter the nature of the business for which the certificate was issued unless there is an approval of the Minister. The Liquor Act, 2003 (Act No. 59 of 2003) (“the Act”) sets out the procedures in terms of how these changes may be effected by registered entities.

2. What is the purpose of this information brochure?

This information brochure is intended to provide a step-by-step guide to registrants on how to effect a transfer of a certificate to another entity, or alter the nature of the business for which the certificate was issued. It further addresses the issues relating to joint ventures and the process relating to such joint ventures. This information brochure is issued to assist registrants to comply with the Act in order to avoid unnecessary penalties. This brochure applies to macro-manufacturers and distributors of liquor and not licensees of retail outlets.

3. Step-by-step guide

3.1 Transferring your registration?

If you wish to transfer your existing registration certificate to another entity, the registrant (transferor), or the person to whom the registration is transferred (transferee), should complete form NLA 10 and form NLA 1/1 and pay the fee as prescribed.



An existing registration certificate cannot be transferred to persons who are:

- Minors, under the age of 18;
- Unrehabilitated insolvents;
- Committed in terms of the Mental Health Act; and
- People who have been convicted of contravening either the national or the provincial liquor Act within three years preceding the date of application.

3.2 Relocating to new premises or altering the nature of your business?

If you wish to relocate from existing registered premises to new premises, you need to complete form NLA 14, and on the form tick '**relocate the premises**', and pay the fee as prescribed.

If you wish to alter the nature of your business or activities, by for instance adding one or more premises to your registered premises, you need to complete Form NLA 14, and on the Form tick '**alter the nature**', and pay the fee as prescribed.

3.3 Forming a joint venture?

If two or more registered persons establish a joint venture under a new category of registration, a separate application must be completed in the name of the joint venture. In this case you need to complete form NLA 1 and form NLA 1/1 in the name of the joint venture and pay the fee as prescribed. Joint ventures:

- Provide an initial asset base for emerging co-operatives, to enable them to leverage other support; and
- Provide an incentive that supports Broad-Based Black Economic Empowerment (B-BBEE).



4. How much will you be expected to pay?

Annual Turnover from Activities Regulated under the Act	Type of Fee	Amount
Less than R5 000 000.00	Application	R500
	Initial registration	R2 000
	Transfers	R1 500
	Relocations and Alterations	R1 500
At least R5 000 000.00 but less than R15 000 000.00	Application	R 1000
	Initial registration	R4 000
	Transfers	R3 000
	Relocations and Alterations	R3 000
At least R15 000 000.00 but less than R250 000 000.00	Application	R7 500
	Initial registration	R5 000
	Transfers	R5 000
	Relocations and Alterations	R5 000
At least R250 000 000.00 but less than R1 billion	Application	R10 000
	Initial registration	R7 500
	Transfers	R7 500
	Relocations and Alterations	R7 500
At least R1 billion	Application	R25 000
	Initial registration	R15 000
	Transfers	R15 000
	Relocations and Alterations	R15 000



5. Where and how do I make payment?

Fees may be paid by cash or bank-guaranteed cheque on site:

the dti Campus

77 Meintjies Street

2nd Floor, Block B

Sunnyside

Pretoria

OR

by depositing cash or a bank-guaranteed cheque or through an electronic transfer of funds into the following account:

Account Name	The Department of Trade and Industry
Bank	Absa Bank
Account Number	1044580078
Branch	Van der Walt Street
Branch code	632005

The following information should be provided when making payments:

- Reason for payment, e.g. relocation fee;
- Registration number/name of the company as reference for the payment;
and
- Name of person/company making payment.



6. How do I submit my application form?

- Remember to attach proof of payment to the application form/s when submitting your application.
- You may submit your application by post, fax, e-mail or hand delivery to our offices as follows:

Hand Delivery – Physical Address	By Post – Postal Address
the dti Campus National Liquor Authority 77 Meintjies Street Ground Floor, Block B Sunnyside Pretoria	National Liquor Authority The Department of Trade and Industry Private Bag X84 Pretoria 0001
By Fax	By E-mail
National Liquor Authority (012) 394 2528	nationalliquorauthority@thedti.gov.za

7. What is the status of this brochure?

This brochure serves as a guide to registrants and should be read in conjunction with the Act. Registrants are encouraged to seek clarity and guidance from the National Liquor Authority when dealing with the above issues.

8. Always remember:

- Complete your form in full.
- Take note of the instructions on the left-hand side of the form at all times.
- Attach proof of payment.
- Contact our office if you need any clarity.
- We are here to assist you and help you comply.

the dti Customer Contact Centre

International: +27 12 394 9500

National: 0861 843 384

the dti Website: www.thedti.gov.za

the dti Postal Address

Private Bag X84

Pretoria

0001

the dti Physical Address

77 Meintjies Street

Sunnyside

Pretoria

0002



the dti

Department:
Trade and Industry
REPUBLIC OF SOUTH AFRICA

