

# FSSAI REGISTRATION CHECKLIST



## FSSAI REGISTRATION

FSSAI is a government body responsible for protecting and promoting public health. It was established under the Ministry of Health & Family Welfare and looks into the regulation and supervision of food safety.

Under FSSAI, a business owner has to apply either for FSSAI Registration or FSSAI Licence. The applicability of FSSAI registration or license depends on the annual turnover of one's business and other factors like: Whether the business is located in more than one state, what is its quantity of production, its nature, etc.

For businesses, like import export and online selling of goods on e-commerce websites, it is mandatory to apply for FSSAI License, even if its turnover is within the prescribed limit prescribed for FSSAI Registration.

Applicability of FSSAI Registration or License based on the annual turnover of a business:

(What is the applicability for FSSAI Registration and Licence based on turnover?)

| Annual Turnover             | What is required -<br>Registration or License? |
|-----------------------------|--|
| Below Rs. 12 Lakhs          | Registration                                   |
| Rs. 12 Lakhs - Rs. 20 Crore | State License                                  |
| Above Rs. 20 Crore          | Central License                                |

### Generating E-Challan (for Maharashtra only):

Before starting with the registration process an applicant has to fill the online challan available on the following website:

[https://gras.mahakosh.gov.in/echallan/challan/views/frmDeptechnallan\\_entry.php](https://gras.mahakosh.gov.in/echallan/challan/views/frmDeptechnallan_entry.php)

(link only for Maharashtra)

- Select the Revenue option.



- Select the following details:
  1. Department name - i.e., Food and Drugs Administration
  2. Payment type - i.e., Food Registration or Food License
  3. District
  4. Office name, - a dropdown appears according to the district selected
  5. Scheme name - i.e., receipts under the Food and Drugs Act
  6. Period year, and duration - i.e., annual, half-yearly, monthly, etc.
  7. Form ID - i.e., for Form A
- The applicant has to enter the payment amount - i.e., Rs. 100/-, bank details, applicants' details and payments details.
- The applicant has to select the mode of payment - i.e., e-payment or payment across the bank counter.
- On payment, the applicant will receive GRN.
- The process must be completed within 7 days from the date of receiving the GRN., if not, the applicant will have to make a payment and generate GRN again to continue the process.

### Payment procedure for states other than Maharashtra:

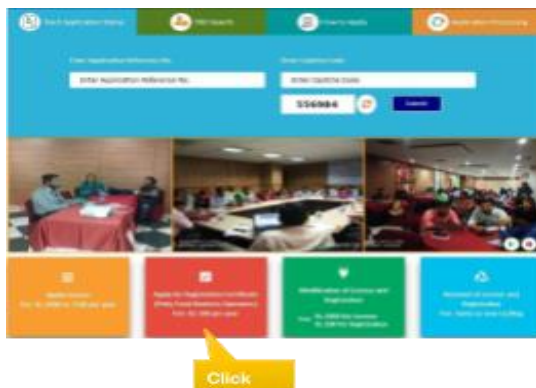
The FSSAI website (<https://foscos.fssai.gov.in/>) guides users on how and where to make payment for FSSAI Registration

Online Payment through RazorPay  PayUBiz  Treasury Challan

### How to apply for FSSAI Licence or Registration?

#### Applying for FSSAI Registration:

**Step 1:** User must login by clicking on "Apply for Registration Certificate (Petty Food Business Operators) Fee: Rs.100 per year" - as shown in the figure below:



**Step 2:** Enter email-ID or mobile number and submit. A verification code (OTP) will be sent to the given email ID or mobile number. Enter the code and submit.

Please become a registered member or provide your contact details to receive alerts from us.

### Continue as a Petty FBO!

Email-Id or Mobile Number

**Step 3:** Select the state and read the note before proceeding.

Select Kind of Business

Select the state where premises is located for which License/Registration will be obtained.

Note: Each location will be issued separate license (except transporter where one license will be issued for all vehicle of a single transporter/ business). In case FBO is operating in more than one state, he has to obtain one additional Central License for Head office/ registered office and separate license for each location as per Capacity/Turnover (State/ Central License)

A Food Business Operator (FBO)'s premise shall have only one FSSAI License or Registration on which any number of kind of businesses (KoB) can be endorsed.

**Step 4:** Read the Group Heads of Kind of Business.

Manufacturer Relabeller Other Businesses Airport/Seaport Indian Railways Central Govt. Agencies Importers Exporters Mid-Day Meal E-Commerce Head Office

**Step 5:** Click on Kind of Business relevant to the food business. The user can then read the definition of all kinds of business listed. Then proceed to click on the radio button below.

The screenshot displays a web interface for selecting a business type. At the top, a horizontal menu contains the following categories: **Manufacturer**, **Relabeller**, **Other Businesses**, **Airport/Seaport**, **Indian Railways**, **Central Govt. Agencies**, **Importers**, **Exporters**, **Mid-Day Meal**, **E-Commerce**, and **Head Office**. Below this menu, a text instruction reads: "If manufacturing/processing Dairy products, Vegetable Oil, Meat Products, Novel Food products and all food processing units including repackers." The main content area features a list of business types, each with a plus or minus icon on the right: **Dairy units** (minus), **Vegetable oil and processing units** (plus), **Slaughtering units** (plus), **Meat processing units** (plus), and **General Manufacturing** (plus). The **Dairy units** section is expanded, showing a description: "Dairy processing means handling, processing, manufacturing, packing, storing, distribution & transportation of milk and milk products." Below the description is a radio button and the text "Upto 500 LPD of milk or upto 2.5 MT of milk solids per annum". An icon of a milk bottle and glass is visible on the left side of this section. At the bottom of the interface, there are three buttons: **Clear Selected KOBs**, **Proceed**, and **Cancel**.

**Step 6:** Fill in the mandatory fields as shown in Form A.

Fill Registration Certificate Details

**Form "A"**  
[See [Regulation 2.1.1](#) and [Regulation 2.1.7](#)]  
 Application for Registration under Food Safety and Standards Act, 2006

Applicant Details

Name of Applicant / Company \*

Designation : \*  Individual  Partner  Proprietor  Co-operative society  Other(s)

Kind of Business

Dairy units  
 Other(s)

Address of Premises where food business is located

Address : \*  State : \*    
 District/Region/Zone : \*  Sub-Division/Station/Division (Railways) : \*    
 Village :  Pin Code : \*

Nearest Landmark :

Is your Correspondence Address same as Address of Premises?  Yes  No

Correspondence Address

Address : \*  State : \*    
 District/Region/Zone : \*  Sub-Division/Station/Division (Railways) : \*    
 Village :  Pin Code : \*

Contact Details

Tel No. :  Mobile No. : \* +91 -    
 Fax :  Email ID :    
[Note: In case the number(s) are a PP or common number(s), please specify the name of the contact person as well]  
 Contact Person : \*

Years you want to apply for

No. of years you want to apply for : \*  years

Details of food items proposed to be manufactured or sold

| S. No. | Name of the food category           | Action                         |
|--------|-------------------------------------|--------------------------------|
|        | <input type="text" value="Select"/> | <a href="#">Save &amp; Add</a> |

Other Details

In case of business – intended date of start :

Source of Water Supply : \*  Public  Private  Other(s)  N/A

Whether any electric power is used in manufacturing of food items:  Yes  No

## Step 7: Upload the documents, pay the fees and submit the application.

### Upload Document(s)/Payment

| S.No. | Document Type   | Upload Document(s) (Max File Size:2MB,type:pdf,jpeg,jpg,png)                                       |
|-------|---|--|
| 1     | Photo *   | <input type="button" value="Choose File"/> No file chosen<br><input type="button" value="Upload"/> |
| 2     | Identity Proof * <input type="text" value="Select Identity Types"/> | <input type="button" value="Choose File"/> No file chosen<br><input type="button" value="Upload"/> |

### Other Document

| Sl. No. | Document Description   | Upload Document(s) (Max File Size:2MB,type:pdf,jpeg,jpg,png)                                       |
|---------|--|--|
|         | <input type="text"/><br>(e.g. Proof of premise,NOC by Municipality/Panchayat,Health NOC,etc. ) | <input type="button" value="Choose File"/> No file chosen<br><input type="button" value="Upload"/> |

Razorpay  Treasury Challan

Total Amount: Rs. 100

I declare that –

- I have read,understood and shall abide all provisions of FSS Act,2006 and Rules, Regulations made therein and orders issued from time to time applicable to declared food business.
- I assure that articles of food mentioned in form satisfy the requirements of FSS Act 2006, Rules and Regulations made thereunder.
- I shall comply with the general hygiene and sanitary requirements as mentioned in the Schedule 4 of the FSS (Licensing and Registration of Food Businesses) Regulations, 2011.
- Expected Annual turnover of the food business is under Rs.12 Lacs. I will apply for License as and when annual turnover of food businesses exceeds Rs. 12 Lacs.

I do hereby solemnly affirm and declare that all information and particulars furnished here by me are true and correct to the best of my knowledge.

## Step 8: After successfully completing the payment, a receipt will be generated with a 17-digit reference number that can be used for future reference.

### Application Receipt

**Directorate of Food and Drugs Administration**  
 (Govt. of Goa)  
**Licensing and Registration System V3.0**

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Receipt

|                                       |                               |                          |
|---------------------------------------|-------------------------------|--------------------------|
| <b>Reference No :</b>                 | 3200123100000771              | <b>Date :</b> 23-01-2020 |
| <b>Name of Company/Organization :</b> | qqqqqqqqqq                    |                          |
| <b>Premises Address :</b>             | qqqqqq, North Goa, Goa-111111 |                          |
| <b>Kind of Business :</b>             | Dairy units                   |                          |
| <b>Category of License :</b>          | Registration                  |                          |
| <b>Fee Paid :</b>                     | Rs 200 (2 Year(s))            |                          |

Note: FSSAI does not contact applicants over telephone for License/Registration. Queries relating to License/Registration are only raised online. License related complaints may be reported at helpdesk - 1800112100 and licensing@fssai.gov.in.

View/Print License Application

**Step 9:** The user can then track the status of the application through the Homepage with the reference number - [foodlicensing.fssai.gov.in](http://foodlicensing.fssai.gov.in)

### **FSSAI Registration Certificate:**

- The applicant will receive a status update on whether the form has been accepted or rejected. This takes approximately 7 working days from the date of submission.
- In case the form is reverted the applicant will receive a notification from the Registration Authority, on his registered mobile number or mail ID. He can then check why the form has been reverted and either have to give clarification or submit additional documents. The applicant has to submit the requested documents by an authorised signatory within 30 days, else it will be rejected.
- Within 30 working days of submission of the form, the Registration Authority will grant registration.

### **List of documents for FSSAI Registration:**

(Which documents are required for FSSAI Registration?)

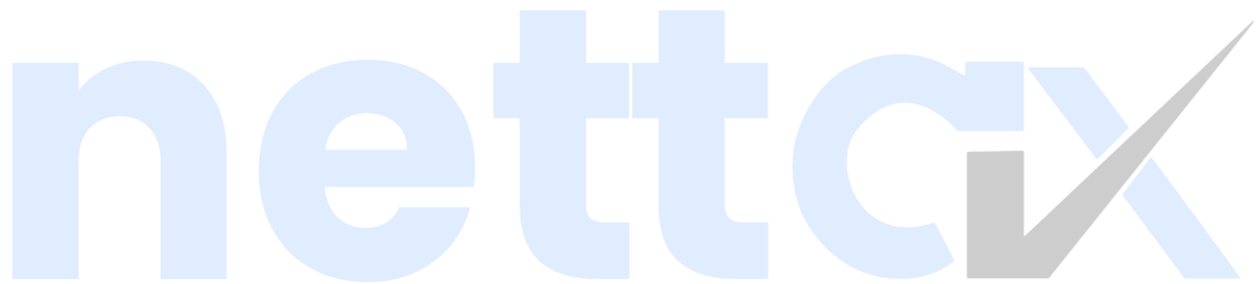
1. Identity Proof - Voter's ID Card, PAN Card, Driving Licence, Passport, Aadhaar Card, Senior Citizen Card, IDs issued by a government department.
2. Scanned copy of the applicant's photograph
3. Proof of Address of businesses activity (if address is other than that mentioned in the Photo ID Card)
4. Trade license/ NOC from Owner or Municipal or society or gram panchayat. Health NOC is required on a case- to- case basis.



### Information required for FSSAI Registration:

(Which information is required for FSSAI Registration?)

1. Name of the business.
2. Type of business entity.
3. Turnover of the business.
4. Contact details of the business (email address, phone number).
5. Address of the business.
6. Brief description of business activity.
7. Product category of manufacture or trade.
8. Annual quantity of production.
9. Date of commencement of business.
10. In the case of the seasonal business, the duration of business (i.e., the number of months when the business will be operating).



## FAQs

### **Q. Is FSSAI applicable to all food businesses?**

A: FSSAI is applicable to all types of food businesses, and its applicability is the same throughout India.

### **Q. Which factors affect FSSAI Registration and License applicability?**

A: Applicability of FSSAI Registration or Licence depends upon factors like the size of the business, nature of the business, annual turnover, production quantity, business operations from multiple states, etc.

### **Q. Should FSSAI be obtained before Shop Act?**

A: You need to form a business entity, apply for either FSSAI Registration or Licence, and then obtain Shop Act.

### **Q. Which safety standards should a Food Business Operator (FBO) follow?**

A: FSSAI has issued Food Safety and Standards (Licensing and Registration of Food Businesses), 2011 which has detailed information on the safety and hygiene standards that should be followed by various types of food business, and for various types of food ingredients.

All amendments, updates to the above-stated regulations, and even the directions issued by FSSAI should also be followed by every Food Business Operator.

### **Q. What is the Food Safety Display Board (FSDB)?**

A: Food Safety Display Boards (FSDB) refers to informative boards that display food safety and hygiene practices to be followed by FBO in their establishment. It also contains FSSAI Registration/Licence number, contact details for customer feedback. The FSDBs are colour coded for different kinds of food businesses to be easily recognised by consumers.

### **Q. What is Food Safety Training Certification Training (FoSTaC Training)?**

A: All food businesses must have at least one trained and certified "Food Safety Supervisor" for every 25 food product handlers. Such training and certification is given through FOSTAC training. FSSAI has Certified Training Partners to give FoSTaC Training. This is a mandatory requirement.

**Good Luck  
For Your Business**



**Shop No 5, 1st Floor, Vallabh Vihar Park, Nr Bhagirath  
bungalows, Vijay Park BRTS, Ahmedabad - 382345**