

How to apply for a registration certificate?

Step 1: User can login by clicking on box “Apply for Registration Certificate (Petty Food Business Operators) Fee: Rs.100 per year” as shown in figure below:

The screenshot displays the 'How to Apply' section of the FBO portal. At the top, there are four tabs: 'Track Application Status', 'FBO Search', 'How to Apply' (selected), and 'Application Processing'. Below the tabs, there are two input fields: 'Enter Application Reference No.' and 'Enter Captcha Code'. The captcha code '556984' is displayed, and a 'Submit' button is next to it. Below the input fields, there are three video thumbnails showing people at a meeting. At the bottom, there are four buttons: 'Apply License' (Fee: Rs.2000 to 7500 per year), 'Apply for Registration Certificate (Petty Food Business Operators) Fee: Rs.100 per year' (highlighted with a yellow callout 'Click here'), 'Modification of License and Registration' (Fee: Rs.1000 for License, Rs.100 for Registration), and 'Renewal of License and Registration' (Fee: Same as new Lic/Reg).

Step 2: Enter Email-Id or Mobile Number and submit, a verification code (OTP) will be sent to given Email-Id or Mobile Number. Enter the code and submit.

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

The screenshot shows a login form titled 'Continue as a Petty FBO!'. It has a label 'Email-Id or Mobile Number' above a text input field. Below the input field, there are two buttons: 'Submit' and 'Back'.

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.

Select State

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 under which the food business falls, user can read the definition of all Kind of Business under it and click on the radio button under it to proceed further.

Manufacturer

Relabeller

Other Businesses

Airport/Seaport

Indian Railways

Central Govt. Agencies

Importers

Exporters

Mid-Day Meal

E-Commerce

Head Office

If manufacturing/processing Dairy products, Vegetable Oil, Meat Products, Novel Food products and all food processing units including repackers.

Dairy units



Dairy processing means handling, processing, manufacturing, packing, storing, distribution & transportation of milk and milk products.

☒ Upto 500 LPD of milk or upto 2.5 MT of milk solids per annum

Vegetable oil and processing units

+

Slaughtering units

+

Meat processing units

+

General Manufacturing

+

Clear Selected KOBs

Proceed

Cancel

Step 6: Fill all 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 : *

Dadra & Nagar Haveli ▼

District/Region/Zone : *

Please select district. ▼

Sub-Division/Station/Division (Railways) : *

Select Sub-Division ▼

Village :

Select Village ▼

Pin Code : *

Nearest Landmark :

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

Correspondence Address

Address : *

State : *

Select State ▼

District/Region/Zone : *

Please select district. ▼

Sub-Division/Station/Division (Railways) : *

Select Sub-Division ▼

Village :

Select 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 : *

Select ▼

Years

Details of food items proposed to be manufactured or sold

Other Details

In case of business – intended date of start :

DD-MM-YYYY

Source of Water Supply : *

☐ Public ☐ Private ☐ Other(s) ☐ N/A

Whether any electric power is used in manufacturing of food items:

☐ Yes ☒ No

Save & Next

Cancel

Step 7: Upload the documents, pay the fee with available modes 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 *	Choose File No file chosen Upload
2	Identity Proof * Select Identity Types ▼	Choose File No file chosen Upload

Other Document

Sl. No.	Document Description	Upload Document(s) (Max File Size:2MB,type:pdf,jpeg,jpg,png)
	(e.g. Proof of premise,NOC by Municipality/Panchayat,Health NOC,etc.)	Choose File No file chosen 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.

Back

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

Application Receipt

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

Receipt

Reference No : 32001231000000771

Date : 23-01-2020

Name of Company/Organization : qqqqqqqqqq

Premises Address : qqqqqq, North Goa, Goa-111111

Kind of Business : Dairy units

Category of License : Registration

Fee Paid : Rs 200 (2 Year(s))

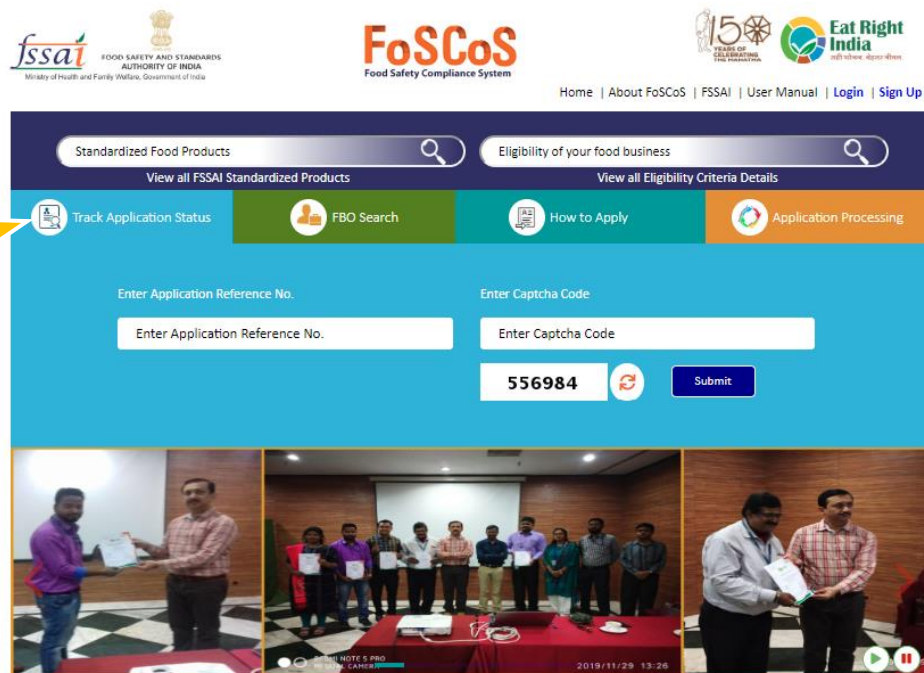
Notes: FSSAI does not contact applicants over telephone for License/Registration. Queries relating to License/Registration are only raised online. License related complaints may be reported at helpdesk - 1800112100 and licensing@fssai.gov.in.

[View/Print License Application](#)

Print

Cancel

Step 9: User can track the status of application through the Homepage i.e. foodlicensing.fssai.gov.in by using the reference number.



The screenshot displays the homepage of the Food Safety Compliance System (FoSCoS). At the top, there are logos for FSSAI, FoSCoS, and Eat Right India. Below the logos, a navigation bar includes links for Home, About FoSCoS, FSSAI, User Manual, Login, and Sign Up. The main content area features a search bar for 'Standardized Food Products' and 'Eligibility of your food business'. Below this, there are four tabs: 'Track Application Status' (highlighted), 'FBO Search', 'How to Apply', and 'Application Processing'. The 'Track Application Status' tab contains a form with two input fields: 'Enter Application Reference No.' and 'Enter Captcha Code'. The captcha code displayed is '556984'. A 'Submit' button is located below the input fields. At the bottom of the page, there is a video player showing a group of people standing in a room, with a timestamp of '2019/11/29 13:26'.

Standardized Food Products

Eligibility of your food business

View all FSSAI Standardized Products

View all Eligibility Criteria Details

Track Application Status

FBO Search

How to Apply

Application Processing

Enter Application Reference No.

Enter Captcha Code

Enter Application Reference No.

Enter Captcha Code

556984

Submit

2019/11/29 13:26

User can track application status from here