

## How to apply for a license for a Manufacturer?

**Step 1:** Refer to Login/Signup manual for creating a login ID on foodlicensing.fssai.gov.in

**Step 2:** Click on License/Registration and Apply for License/Registration on the left Menu.

The screenshot shows the FSSAI dashboard. On the left, there is a navigation menu with 'License/Registration' selected. A yellow callout box with the text 'Click here' points to the 'Apply for New License/Registration' option. The main dashboard area displays three status cards: 'Incomplete Application' (blue), 'Submitted Applications with Successful Payment' (red), and 'Issued' (green). Below these are two tables: 'Incomplete Applications-License' and 'Incomplete Applications-Registration Certificate'. Both tables show 'No Record Found'. A note at the bottom states: 'Note:- Incomplete applications on which action has not been taken for more than 30 days will be deleted automatically.'

**Step 3:** Select the State and Read the Note before proceeding.

The screenshot shows the 'Select Kind of Business' form. It features a dropdown menu for 'Select State'. Below the dropdown is a red note: '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)'. Below the note is a blue instruction: '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 and select the appropriate Manufacturing Kind of Business. Under 'Manufacturer' group head there are 8 different Kind of businesses as below:

- » **Under each kind of business, a short definition is given regarding the same which user can read for better understanding for their food business. Choose the eligibility carefully according to the production capacity of your food business.**
- » **Eligibility Criteria for reference:**

Kind of Business	Central License	State License	Registration
Dairy Units	Handling More than 50,000 litres of Milk per day or producing more than 2500 MT of Milk Products per annum	Handling upto 50,000 Litres of Milk per day or producing upto 2500 MT of Milk Products per annum	Handling upto 500 litres of Milk per day or producing upto 2.5 MT of milk products per annum.
Vegetable oil and processing units	Handling more than 2 MT per day	Handling upto 2 MT per day and	Turnover up to 12 lakhs/annum


		turnover above 12 lakhs	
Slaughtering units	Large Animal: More than 50 Small Animal: 150 or more (including sheep and goats) Poultry Birds: 1000 or more per day	Large Animal: More than 2 upto 50 Small Animal: More than 10 upto 150 Poultry Birds: More than 50 upto 1000/Day	Large Animal: Up to 2 Small Animal: Up to 10 Poultry Birds: Up to 50 per day
Meat processing units	Handling more than 500 kg of meat per day or 150 MT per annum	Handling upto 500 kg meat per day or 150 MT per annum	Turnover up to 12 lakhs/annum
Food or Health Supplements, Nutraceuticals etc.	Handling more than 2MT/day or turnover above 20 crores.	Handling upto 2 MT or turnover less than 20 crore.	Not Applicable
General Manufacturing	More than 2 MT per day. No cereals, pulses or grain milling units.	Upto 2 MT per day.  All Cereals, Pulses and Grains milling units with no cap on production capacity.	Turnover not exceeding Rs. 12 lakhs and whose production capacity of food does not exceed 100 kg/ltr per day
Proprietary Food	For all capacity	Not Applicable	Not Applicable
Non-specified food and food ingredients	For all capacity with prior product approval from FSSAI Hq.	Not Applicable	Not Applicable

Dairy units +

Vegetable oil and processing units -

Vegetable oil processing means processing of vegetables to produce vegetable oils by the process of solvent extraction/expeller and refining including oil expeller units.

- More than 2 MT per day
- Upto 2 MT per day and turnover above 12 lakh
- Turnover up to 12 lakhs/annum



**Step 5:** Fill all the mandatory fields as shown in Form B. Please fill the communication details with caution as all the communication made by the authority will be done to the mentioned contact details viz Mobile No. or Email Id etc. Fill GST/PAN/CIN in the relevant fields as applicable to your firm/company.

Premises Detail
Product Selection
Communication Details
Required Document
Payments

Name of Company/Organization\*

Address of Premises for which license is being applied

Address\* 
 State

District\* 
 Sub-District\*

Pincode\*

GST No.(If any)

PAN No.(If any)

CIN No.(If any)

Premises Detail
Product Selection
Communication Details
Required Document
Payments

Premises Address: XYZ, Bicholim, North Goa, Goa, 111111 Company Name: ABC Manufacturer

Kind of Business	License Category	Eligibility
Manufacturer - Vegetable oil and processing units	State License	Upto 2 MT per day and turnover above 12 lakh

Vegetable oil and processing units

S.No	Food Category	Sub-Food Category Name	Product	Oil Type	Action
1	02 - Fats and oils, and fat emulsions	2.1 - Fats and oils essentially free from water	Butter oil [2.1.1]	Expeller Oils	<a href="#">Delete</a>
Capacity: 1 Kind of Business: Manufacturer - Vegetable oil and processing units					
	Select Food Category	Select Sub-Food Category	Select Product	Select Oil Category	

Other Detail

Premises Address: XYZ, Bicholim, North Goa, Goa, 111111

Company Name: ABC Manufacturer

Kind of Business	License Category	Eligibility
Manufacturer - Vegetable oil and processing units	State License	Upto 2 MT per day and turnover above 12 lakh

## Registered Address

Address *	<input type="text" value="XYZ"/>	State *	<input type="text" value="Goa"/>
District *	<input type="text" value="North Goa"/>	Pincode *	<input type="text" value="111111"/>

## Correspondence Address

Same as Registered Address  Yes  No

Address *	<input type="text" value="XYZ"/>	State *	<input type="text" value="Goa"/>
District *	<input type="text" value="North Goa"/>	Pincode *	<input type="text" value="111111"/>

## Contact Information

Telephone No	<input type="text" value="Telephone No"/>	Fax	<input type="text" value="Fax"/>
Mobile No *	<input type="text" value="9999988888"/>	Email *	<input type="text" value="a@b.com"/>

## Technically qualified person in charge of operations

Name *	<input type="text" value="Name"/>	Qualification *	<input type="text" value="Qualification"/>
Telephone No	<input type="text" value="Telephone No"/>	Mobile No *	<input type="text" value="6666655555"/>

## Step 6: Upload the relevant set of documents.

Form "B" : Application for License / Renewal of license under Food Safety and Standards Act, 2006

Premises Detail   Product Selection   Communication Details   **Required Document**   ₹

Premises Address: XYZ, Bicholim , North Goa, Goa, 111111   Company Name: ABC Manufacturer

Kind of Business	License Category	Eligibility
Manufacturer - Vegetable oil and processing units	State License	Upto 2 MT per day and turnover above 12 lakh

S.No.	Document Description	Submission Type	Upload Document(s) (Max File Size:2MB, Type:pdf,jpeg,jpg,png) <a href="#">View Mandatory Documents</a>
1	Upload Production unit photograph	Mandatory	<input type="button" value="Choose File"/> No file chosen <input type="button" value="Upload"/>
2	Blueprint/layout plan of the processing unit showing the dimensions in metres/square metres and operation-wise area allocation(mandatory for manufacturing and processing units only)	Mandatory	<input type="button" value="Choose File"/> No file chosen <input type="button" value="Upload"/>
3	List of Directors/Partners/Proprietor/Executive Members of Society/Trust with full address and contact details	Mandatory	<input type="button" value="Choose File"/> No file chosen <input type="button" value="Upload"/>
4	Name and List of Equipments and Machinery along with the number, installed capacity and horse power used(mandatory for manufacturing and processing units only)	Mandatory	<input type="button" value="Choose File"/> No file chosen <input type="button" value="Upload"/>
5	Analysis report (Chemical & Bacteriological) of water to be used as ingredient in food from a recognized/ public health laboratory to confirm the potable (mandatory only for manufacturing and processing units only)	Mandatory	<input type="button" value="Choose File"/> No file chosen <input type="button" value="Upload"/>

## Step 7: Pay the fee with available modes and submit the application.

Premises Detail   Product Selection   Communication Details   Required Document   **Payments**   ₹

Premises Address: XYZ, Bicholim , North Goa, Goa, 111111   Company Name: ABC Manufacturer

Kind of Business	License Category	Eligibility
Manufacturer - Vegetable oil and processing units	State License	Upto 2 MT per day and turnover above 12 lakh

Total Amount: Rs. 6000

Demand Draft    Cash    Razorpay    Treasury Challan

**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 :	22001271047487344	Date : 27-01-2020
Name of Company/Organization :	ABC Manufacturer	
Premises Address :	XYZ, North Goa, Goa-111111	
Kind of Business :	Manufacturer - Vegetable oil and processing units	
Category of License :	State License[Goa] [New License]	
Fee Paid :	Rs 6000 (2 Year(s))	
<p>Note: FSSAI doesn't contact applicants over telephone for License/Registration. Queries relating to License/Registration are only raised online. License related complaints may be reported at helpdesk - 1800110100 and licensing@fssai.gov.in.</p>		
<a href="#">View/Print License Application</a>		
<input type="button" value="Print"/> <input type="button" value="Cancel"/>		

**Step 9:** User can track the status of application through the Homepage i.e. foodlicensing.fssai.gov.in

The screenshot displays the homepage of the Food Safety Compliance System (FoSCoS). At the top, there are logos for FSSAI, the Government of India, FoSCoS, and the 15th anniversary of the Ministry of Health and Family Welfare. Below the logos is a navigation menu with 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 is a horizontal menu with four options: 'Track Application Status' (highlighted with a red box), 'FBO Search', 'How to Apply', and 'Application Processing'. Underneath the menu is a form to track an application, with fields for 'Enter Application Reference No.' and 'Enter Captcha Code'. The captcha code shown is '151080'. A 'Submit' button is located to the right of the captcha field. At the bottom of the page, there are three video thumbnails showing various workshops and meetings.