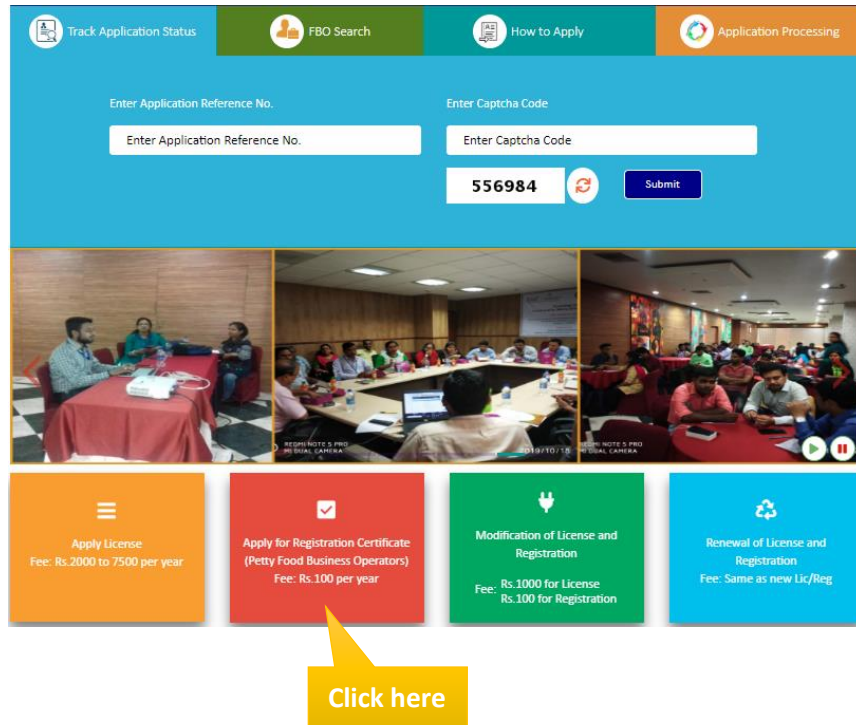


How to apply for a registration certificate?

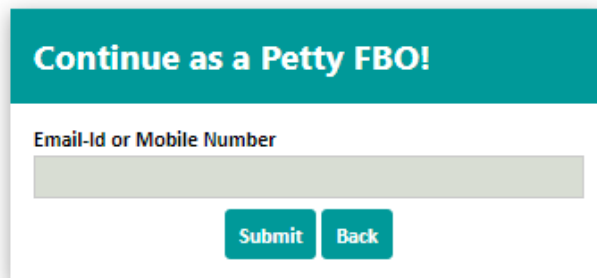
Step 1: User can login by clicking on box “Apply for Registration Certificate (Petty Food Business Operators) Fee: Rs.100 per year” as shown in figure below:



The screenshot displays a web application interface with a navigation bar at the top containing four tabs: 'Track Application Status', 'FBO Search', 'How to Apply', and 'Application Processing'. Below the navigation bar, there are two input fields: 'Enter Application Reference No.' and 'Enter Captcha Code'. The captcha code '556984' is displayed next to a refresh icon and a 'Submit' button. Below the input fields, there are three small video thumbnails showing people in a meeting. At the bottom, there are four colored buttons: 'Apply License' (orange), 'Apply for Registration Certificate (Petty Food Business Operators) Fee: Rs.100 per year' (red), 'Modification of License and Registration' (green), and 'Renewal of License and Registration' (blue). A yellow callout box with the text 'Click here' points to the red button.

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 form titled 'Continue as a Petty FBO!'. It has a white background with a teal header. Below the header, there is a label 'Email-Id or Mobile Number' above a grey input field. At the bottom of the form, 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.

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.



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.

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

- Dairy units (Selected) - 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 : *

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

Sl. No.	Name of the food category	Action
	<input type="text" value="Select"/>	Save & Add

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

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 *	<input type="button" value="Choose File"/> No file chosen <input type="button" value="Upload"/>
2	Identity Proof * <input type="text" value="Select Identity Types"/>	<input type="button" value="Choose File"/> No file chosen <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"/> (e.g. Proof of premise,NOC by Municipality/Panchayat,Health NOC,etc.)	<input type="button" value="Choose File"/> No file chosen <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 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 :	3200123100000771	Date : 23-01-2020
Name of Company/Organization :	qqqqqqqqqq	
Premises Address :	qqqqqqq, North Goa, Goa-111111	
Kind of Business :	Dairy units	
Category of License :	Registration	
Fee Paid :	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: 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 (Food Safety and Standards Authority of India), FoSCoS (Food Safety Compliance System), and Eat Right India. Navigation links include Home, About FoSCoS, FSSAI, User Manual, Login, and Sign Up. Below the navigation is a search bar with two options: 'Standardized Food Products' and 'Eligibility of your food business'. A horizontal menu contains four items: 'Track Application Status' (highlighted in green), 'FBO Search', 'How to Apply', and 'Application Processing'. The 'Track Application Status' section features two input fields: 'Enter Application Reference No.' and 'Enter Captcha Code'. The reference number field contains '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 in a meeting room, with a timestamp of 2019/11/29 13:26.

User can track application status from here