APPLICATION FOR LICENCE/REGISTRATION CERTIFICATE TO OPERATE FOOD BUSINESS UNDER FSSA, 2006 THROUGH ONLINE FOSCOS PORTAL

HOW TO GO ONLINE

1. Log on to the link: [http://foscos.fssai.gov.in](http://foscos.fssai.gov.in) All application to be madethrough the online portal using any standard browser such as Internet Explorer, Google chrome.
2. Create a USER ID & password (may use Same old/existing user ID accessed through the FLRS (old website)
3. Using this USER ID & Password, apply for either the License or Registration Certificate (USER ID will require a valid mobile number and Email ID for authentication).

   (License to be obtained by these FBO's whose turnover is above 12 lacks per year and Registration Certificate by FBO's whose turnover is below 12 lacks per year)

License/Registration Application Flow

A 17-Digit application reference number is generated for future reference.

DOCUMENTS REQUIRED FOR OBTAINING REGISTRATION CERTIFICATE IN GOA STATE

1. Online Generated Form "A" with declaration in Annexure 1
2. Photo of Food Business Operator.
3. Identity proof — Voter ID Card, Driving License, Aadhar Card, Passport
4. N.O.C. of Municipality/ Panchayat or Trade Licence issued by Municipality.
5. N.O.C. of Health (Formmanufacturing/Processor/Restaurant / Hotel)
6. Area plan with dimension.
7. Ownership document/ Lease Deed/ House Tax Receipt/ Sale Deed/ Rent Agreement/ Electricity Bill etc.

Fees for Registration: - Rs. 100 per year (can be paid from 1 year up to 5 yrs.)

DOCUMENTS REQUIRED FOR OBTAINING LICENCE (Some documents may change depending on food business category)

1. Online Generate Form “B” with declaration in Annexure 1
2. Blue print layout plan of the premises.
3. List of Directors/ partners with full address (as applicable)
4. Photo I.D. and address Proof of applicant.
5. List of Food Category desired to be Manufactured (for manufacturers/processors only)
6. List of Machinery along with HP. (For Manufacturers/Processers only)
7. Document of possession of premises i.e. Ownership document/ Lease Deed/Sale Deed/Rent Agreement/Electricity Bill etc.
8. N.O.C. from Municipality/ Panchayat,
9. N.O.C. of Heath (For Manufacturing / Processor/Restaurant/Hotel)
10. Appointment, acceptance letter and qualification Certificate of Technically
Qualified person as per the requirements mentioned in FSSR (Lic&Reg). Annexure-3, Sr. No. 4, with photo ID.

11. Source of Milk for milk units and source of Meat for meat processing plants.
12. Memorandum and Association/Partnership Deed. (as applicable)
13. Declarations towards sole Proprietorship (Form available); in case of Proprietorship Concerns.
15. NOC of Manufacturers in case of Re-labelers, undertaking by Re-Labelers (Form Available)
16. Undertaking regarding Food Safety Management System. ( format available online)
17. Form IX: Nomination of person by a company if nominee is appointed.
18. NOC from State Pollution Control board for manufactures/ processors.
20. BIS Certification for Manufacturer of Packaged Drinking water / Mineral Water

FEES FOR LICENSE:

- Turnover between 1-2 MT per day production Rs. 5000/- (1 year)
- Turnover below 1 MT per day production Rs. 3000/- (1 year)
- Hotels upto (3 & 4 Star) Rs 5000/- (1 year)
- All others Rs. 2000/- (1 year)
- Modification of licence fees Rs. 1000/-
- Modification of Registration fees Rs. 100/-

Options for PAYMENTS OF FEES:

- Demand Draft in favour of “ACCOUNTS OFFICER, DIRECTORATE OF FOOD & DRUGS ADMN, BAMBOLIM-GOA
- Online through Net Banking or Debit card or Credit Card or Online Services through Razorpay
- Through Treasury challan linked to Dte. Of Accounts Gov. of Goa.

NB: 1. For license holders; late fee of Rs. 100/- per day shall be charged. If the same is not renewed 30 days prior to its expiry max upto 3000/-.

APPLICATION FOR RENEWAL OF FSSAI REGISTRATION/ LICENSE

Renewal of your license is a 100% online process which can be done on the following web portal foscos.fssai.gov.in The renewal window ideally opens 120 days before the date of expiry. To avoid late fee and penal action all FBOS are required to renew their licenses/ registration at least 30 days prior to expiry.

Process:
Visit the web site: foscos.fssai.gov.in

- Click on “Log in Businesses”: use your existing User ID and Password to log into your account. (Old IDs created in FLRS system can be used here)
- Apply for renewal on the link available in your ID, fill the details online and upload the required documents.
- Fees to be paid online through net banking (fee amount is same as paid last time).
- Submit the application online, in case you have selected the 'physically' submit option and in case of Demand Draft payment method, forms have to be submitted to the office.