

How to apply license for Head Office?

Step 1: Refer to How to apply for license/registration manual on <https://foscos.fssai.gov.in/>

Step 2: Click on License/Registration and Apply for License/Registration on the yellow Menu box.

The screenshot shows the FSSAI application portal interface. At the top, there is a navigation bar with icons for Track Application, Know Your Officer, FBO Search, How to Apply, Application Processing, and License Kit. Below this is a form with two input fields: "Enter Application Reference No." and "Enter Captcha Code". The captcha code displayed is "576406". A "Submit" button is located below the form. To the right of the form, there is a QR code and text: "Filling Application for Registration becomes easier through App. Remain updated with FSSAI news. To download 'Food Safety Connect' App, Scan the below QR". Below the form, there are five colored boxes with icons and text: "Apply License/Registration Fee: Rs. 100 to 7500 per year" (orange), "Modification of License and Registration Fee: Rs. 1000 for License Rs. 100 for Registration" (green), "Renewals: Fee is same as of new License and Registration. Can be applied as early as 180 days prior to expiry date." (blue), "Food Consumer Grievance" (purple), and "File Express Annual Return" (dark blue).

Step 3: Click on Apply for License/Registration on the Red Box.

The screenshot shows the "Apply for New License/Registration" section of the FSSAI application portal. At the top, there are logos for fssai (Ministry of Health and Family Welfare, Government of India), FoSCoS (Food Safety Compliance System), and Eat Right India. Below the logos, there is a navigation bar with links: Home | About FoSCoS | FSSAI | User Manual | Login-Businesses | Login-Authorities. The main content area has a green header "Apply for New License/Registration" and three buttons: "Apply For License/Registration" (red), "Apply For License/Registration [Railways]" (green), and "Apply For License/Registration [Airport/Seaport]" (blue). At the bottom, there is a footer with four columns: "DOCUMENTS REQUIRED" (NEW/RENEWAL/MODIFICATION OF LICENSE), "ADDITIONAL INFORMATION" (ANNUAL RETURN FORM D-1), "FSS ACT, 2006" (FSS RULES, 2011, FSS REGULATIONS), and "USEFUL LINKS" (FoStac, Audit Management System).

Step 4: Select the State and Read the Note and the Group Heads of Kind of Business. Now select Head Office than Under head office group head select Head Office/Registered Office.

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 having premise/unit located in more than one state, FBO has to declare one premise as head office and shall obtain Central License for Head office and separate license for other location as per eligibility criteria (Central or State License or Registration).

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.

Manufacturer
 Trade/Retail
 Food Services
 Central Govt. Agencies
 Head Office

If carrying out food business activities in more than one State with the same company/organisation name.

Head Office/Registered Office
⊞

Head Office/Registered Office

Activate Window
Go to Settings to activate

Clear Selected KOBs
Proceed
Cancel

Step 5: Fill in 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.

View Eligibility

After assessment of kind of Business(s) selected and inputs provided, you are eligible for:

S.No	Kind of Business	License Category
1	Head Office - Head Office/Registered Office	Central License

[Click here to apply for Central License for all businesses](#)

Fill Application Details

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

Premises Detail

Product Selection

Communication Details

Required Document

Payments

Name of Company/Organization *

Address of Premises for which license is being applied

Address *

State

Delhi

District *

Select District



Sub-District *

Select Sub-District

Pincode *

Postal Pincode

GST No.(if any)

PAN No.(if any)

CIN No.(if any)

Save & Next

Cancel

Note: The above information will be printed on the license; make sure there is no typo mistake. Once you click on Save & Next button your information will be saved and in case you exit the system, you can continue the submission process from the list of incomplete applications on Home page.

Ac
Go

Step 6: Upload the relevant set of documents.

Premises Address: ADDRESS, Gandhinagar, Gujarat, 222222

Company Name: Head Office

Kind of Business	License Category	Eligibility
Head Office - Head Office/Registered Office	Central License	Head Office/Registered Office

S.No.	Document Description	Submission Type	Upload Document(s) (Max File Size:2MB, Type:pdf,jpeg,jpg,png) View Mandatory Documents
1	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"/>
2	Photo I.D and address proof issued by Government authority of Proprietor/Partner/Director(s)/Authorised Signatory.	Mandatory	<input type="button" value="Choose File"/> No file chosen <input type="button" value="Upload"/>
3	Proof of possession of premises. (Sale deed/ Rent agreement/ Electricity bill, etc.)	Mandatory	<input type="button" value="Choose File"/> No file chosen <input type="button" value="Upload"/>
4	Form IX: Nomination of Persons by a Company alongwith the Board Resolution(Not required in case of Proprietorship firm). Click here to Download in English Click here to Download in Hindi	<input checked="" type="radio"/> Mandatory <input type="radio"/> Not applicable	<input type="button" value="Choose File"/> No file chosen <input type="button" value="Upload"/>
5	Partnership Deed/Self Declaration for Proprietorship/Memorandum & Articles of Association towards the constitution of the firm/ firm. . - For MoA - Three pages need to be uploaded (First page - Certification of incorporation, Second page - Authorization of food business activity and Third page - list of directors with addresses)	Mandatory	<input type="button" value="Choose File"/> No file chosen <input type="button" value="Upload"/>
6	Recall plan wherever applicable, with details on whom the product is distributed	Mandatory	<input type="button" value="Choose File"/> No file chosen <input type="button" value="Upload"/>

Other Document

No.	Document Description	Upload Document(s) (Max File Size:2MB, Type:pdf,jpeg,jpg,png) View Mandatory Documents
	<input type="text" value="Select"/>	<input type="button" value="Choose File"/> No file chosen <input type="button" value="Upload"/>

 I/We declare that-

- I/We 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/We have food safety plan to ensure that articles of food mentioned in form satisfy the requirements of FSS Act 2006 and Rules and Regulations made thereunder.
- Our facility 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.
- I/We shall abide with all conditions of License.
- Expected capacity of the business is to the best of my knowledge. I/We will modify our license as and when our eligibility in the mentioned criteria for license changes.
- I will be responsible for Permissions/No Objection Certificates from other Govt. bodies wherever required.

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 7: Pay the fee with available modes and apply.

[Premises Detail](#) [Product Selection](#) [Communication Details](#) [Required Document](#) **Payments**

Premises Address: ADDRESS, Gandhinagar, Gujarat, 222222 Company Name: Head Office

Kind of Business	License Category	Eligibility
Head Office - Head Office/Registered Office	Central License	Head Office/Registered Office

Total Amount: Rs. 15000

PayUBiz PayGov CitrusPay

[Preview Application](#) [Previous](#) [Pay](#)

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

 **Food Safety and Standards Authority of India** 

Receipt

Reference No : 12002011047487987 Date : 01-02-2020

Name of Company/Organization : Head Office

Premises Address : ADDRESS, Gandhinagar, Gujarat-222222

Kind of Business : Head Office/Registered Office

Category of License : Central License[Gujarat] [New License]

Fee Paid : Rs 15000 (2 Year(s))

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.

[View/Print License Application](#)

[Print](#) [Cancel](#)

Step 9: User can track the status of application through the Homepage i.e.

<https://foscos.fssai.gov.in/>

A+ | A | A-

fssai FOOD SAFETY AND STANDARDS AUTHORITY OF INDIA
Ministry of Health and Family Welfare, Government of India

FoSCoS
Food Safety Compliance System

Home | About FoSCoS | FSSAI | User Manual | Login-Businesses | Login-Authorities

🔔 Last Date: 31st March 2020

Standardized Food Products 🔍
View all FSSAI Standardized Products Clubbing of variants of products

Eligibility of your food business 🔍
View all Eligibility Criteria Details

📄 Track Application 📄 Know Your Officer 📄 FBO Search 📄 How to Apply 📄 Application Processing 📄 License Kit

Enter Application Reference No.

Enter Captcha Code

597705 🔄

Submit

Filling Application for Registration becomes easier through App. Remain updated with FSSAI news. To download 'Food Safety Connect' App, Scan the below QR