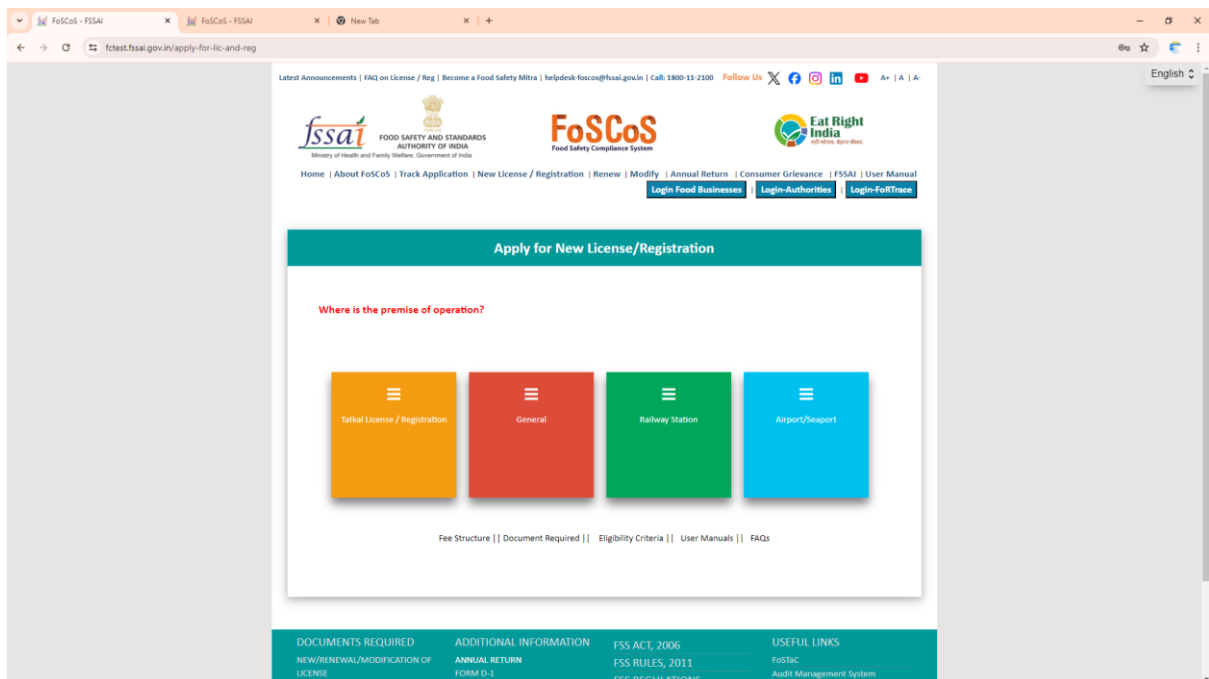
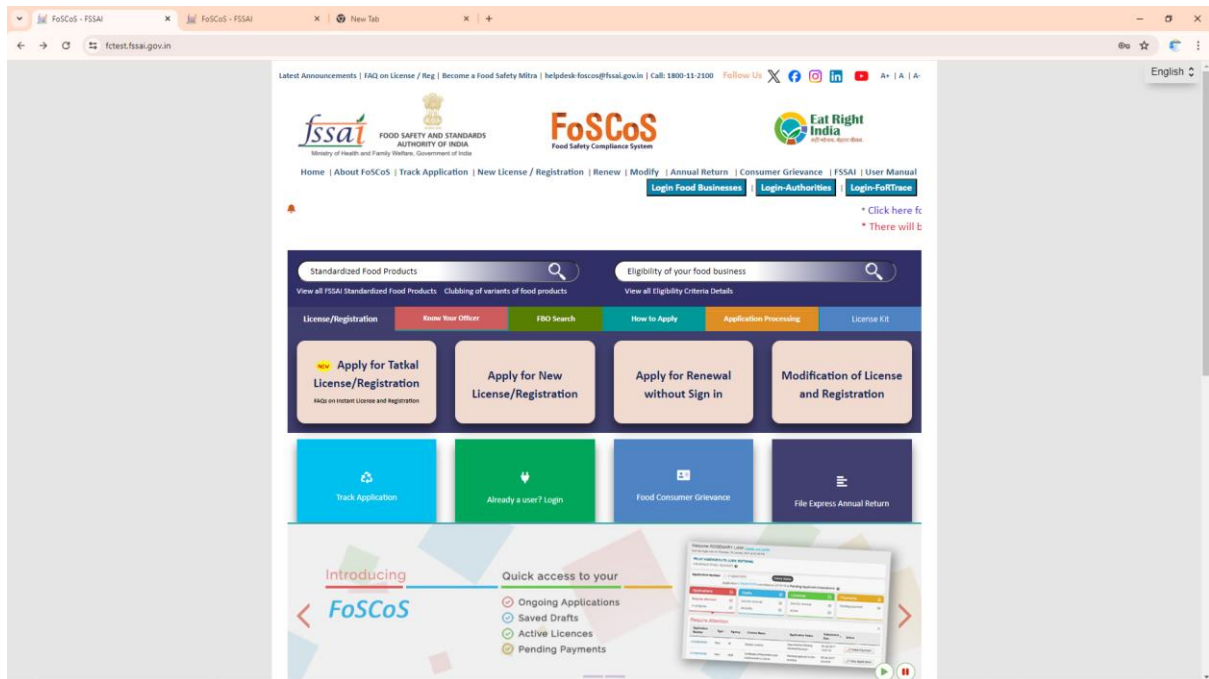


## USER MANUAL FOR DIRECT SELLER REGISTRATION

1. Goto FoSCoS Home Page and click on “Apply for New License/Registration” then click on “General”



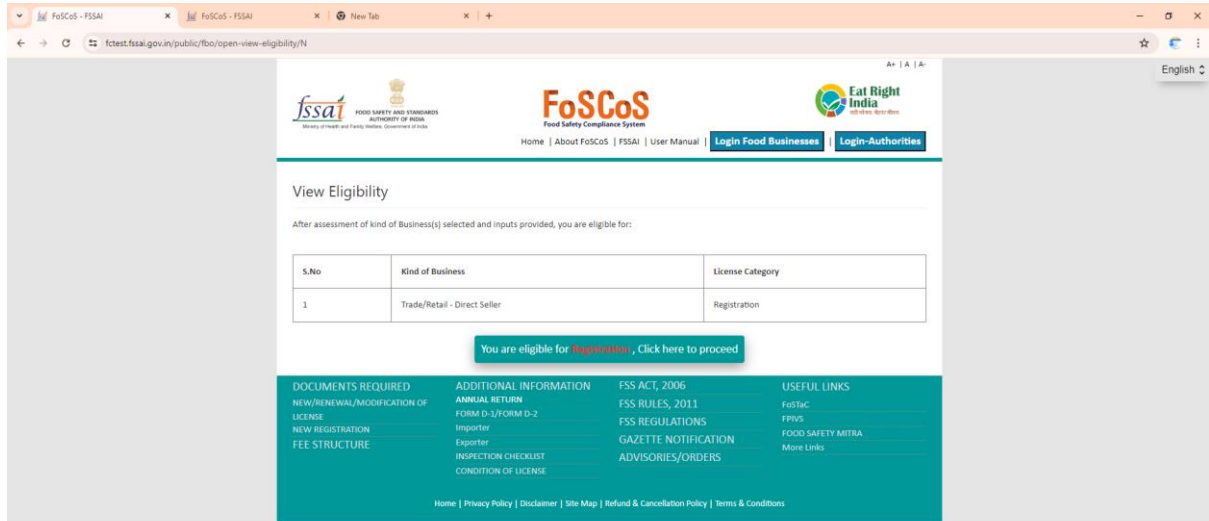
## 2. Select the state from the drop-down menu

The screenshot shows the FoSCoS (Food Safety Compliance System) portal. The header includes the FSSAI logo, the text 'FOOD SAFETY AND STANDARDS AUTHORITY OF INDIA', and the 'FoSCoS' logo. Below the header, there are navigation links: 'Home', 'About FoSCoS', 'FSSAI', 'User Manual', 'Login Food Businesses', and 'Login Authorities'. The main content area has a heading 'Select the state where premises are located for which License/Registration will be obtained.' followed by a note: 'Note: Each location will be issued separate license (except transporter where one license will be issued for all premise/unit located in more than one state, FBO has to declare one premise as head office and shall obtain location as per eligibility criteria (Central or State License or A Food Business Operator (FBO)'s premise shall have only one FSSAI License or Registration on endorsed.' A dropdown menu for 'Select State' is open, showing a list of Indian states and territories: Andaman And Nicobar Islands, Andhra Pradesh, Arunachal Pradesh, Assam, Bihar, Chandigarh, Chhattisgarh, Dadra and Nagar Haveli & Daman & Diu, Delhi, Goa, Gujarat, Haryana, Himachal Pradesh, Jammu & Kashmir, Jharkhand, Karnataka, Kerala, Ladakh, and Lakshadweep. On the right side of the dropdown, there is a note: 'FBO is having use for other (B) can be'. Below the dropdown, there are links for 'DOCUMENTS REQUIRED', 'NEW/RENEWAL/MODIFICATION OF LICENSE', 'NEW REGISTRATION', 'FEE STRUCTURE', 'ADDITIONAL INFORMATION', 'FSS ACT, 2006', 'FSS RULES, 2017', 'FSS REGULATIONS', 'GAZETTE NOTIFICATION', and 'ADVISORIES/ORDINANCES'. At the bottom, there are links for 'Home', 'Privacy Policy', 'Disclaimer', 'Site Map', and 'Refund & Cancellation'.

## 3. Select the Direct Seller under the Trade/Retail tab, choose the correct option as per turnover and click on “Proceed”

The screenshot shows the 'Select Kind of Business (Multiple Selection can be made from each group)' form on the FoSCoS portal. The form is divided into two main sections: 'Manufacturer (0)' and 'Trade/Retail (1)'. Under 'Trade/Retail (1)', there are several options with radio buttons: 'Storage (Except Controlled Atmosphere and Cold)', 'Storage (Cold / Refrigerated)', 'Storage (Controlled Atmosphere + Cold)', 'Wholesaler', 'Distributor', 'Transportation (having a number of specialized vehicles like insulated refrigerated van/ wagon and milk tankers etc.)', 'Retailer', 'Direct Seller', 'Food Vending Agencies', 'Importer', and 'e-Commerce'. The 'Direct Seller' option is selected. Below the 'Direct Seller' option, there is a note: 'A person appointed or authorized, directly or indirectly, by a Direct Selling Entity through a legally enforceable written contract to undertake direct selling business on principal to principal basis'. There are three radio buttons for turnover: 'Turnover greater than 20 crores/annum [Central License]', 'Turnover upto 20 crores/annum [State License]', and 'Turnover up to 12 lakhs/annum [Registration]'. The 'Turnover up to 12 lakhs/annum [Registration]' option is selected. There is a 'Clear Selected KOB' button. The form is titled 'Select Kind of Business (Multiple Selection can be made from each group)'.

#### 4. Click on “Proceed” to fill the application.

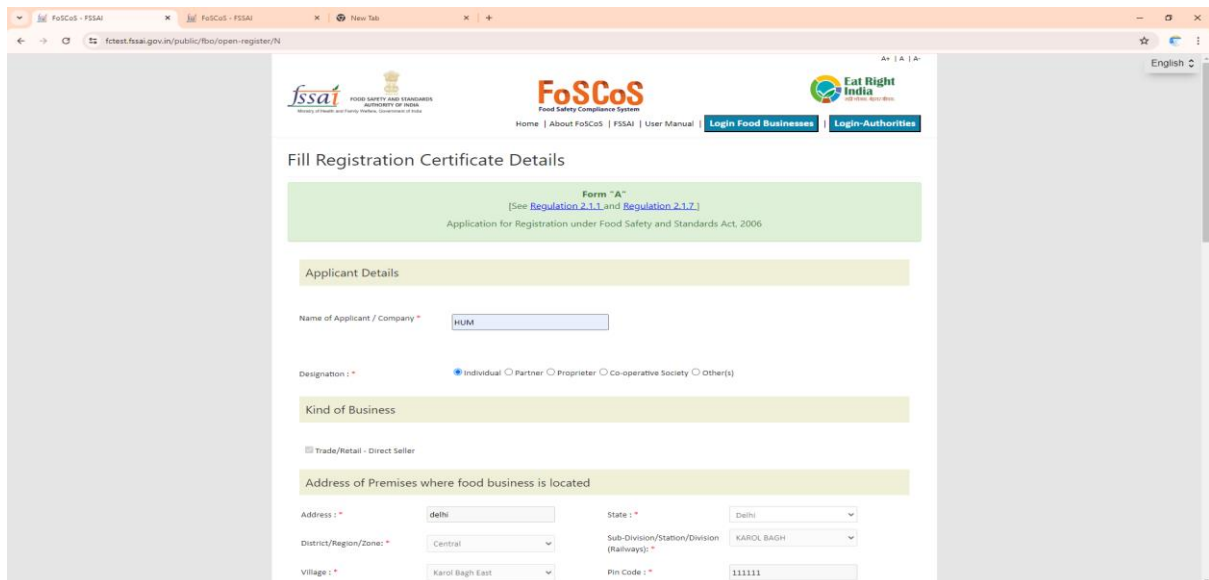


The screenshot shows the 'View Eligibility' page on the FoSCoS portal. The page header includes the FSSAI logo, the FoSCoS logo, and the 'Eat Right India' logo. The main content area displays a table with the following data:

S.No	Kind of Business	License Category
1	Trade/Retail - Direct Seller	Registration

Below the table, a green button states: "You are eligible for **Registration**, Click here to proceed". At the bottom, there are four columns of links: DOCUMENTS REQUIRED, ADDITIONAL INFORMATION, FSS ACT, 2006, and USEFUL LINKS.

#### 5. Fill the required details



The screenshot shows the 'Fill Registration Certificate Details' page on the FoSCoS portal. The page header includes the FSSAI logo, the FoSCoS logo, and the 'Eat Right India' logo. The main content area displays a form with the following sections:

**Form "A"**  
[See Regulation 2.1.1 and Regulation 2.1.2]  
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**

☒ Trade/Retail - Direct Seller

**Address of Premises where food business is located**

Address : \*  State : \*

District/Region/Zona : \*  Sub-Division/Station/Division (Railways) : \*

Village : \*  Pin Code : \*

## 6. Select the products and click on “proceed”

The screenshot shows the 'Application Product' modal window. At the top, it says 'Years you want to apply for' with a dropdown set to '2' and 'Years'. Below this is a table titled 'Other then Manufacturer Unit' with columns 'Sl. No.' and 'Name of the food category'. The table contains one row: '1' and '01 - Dairy products and analogues, excluding products of food category 2.0'. A 'Proceed' button is at the bottom right of the modal. In the background, the 'Food Safety Mitra Details(if Applicable)' section is visible, with fields for 'FSM No.' and an 'Add' button. Below that is the 'Other Details' section with fields for 'In case of business - intended date of start' (set to '10-07-2024'), 'Source of Water Supply' (radio buttons for Public, Private, Other(s), N/A), and 'Whether any electric power is used in manufacturing of food items' (radio buttons for Yes, No). At the bottom of the modal are 'Save & Next' and 'Cancel' buttons. The footer of the page contains links for 'DOCUMENTS REQUIRED', 'ADDITIONAL INFORMATION', 'FSS ACT, 2006', and 'USEFUL LINKS'.

Sl. No.	Name of the food category
1	01 - Dairy products and analogues, excluding products of food category 2.0

## 7. Enter the details for Sign Up and Click on Submit

The screenshot shows the 'Sign Up Details' modal window. It is divided into three sections: 'Primary Contact Detail', 'Secondary Contact Detail', and 'Login Credential'. The 'Primary Contact Detail' section has fields for 'Email' (abc@gmail.com), 'Mobile No.' (a masked number), and 'Belongs To' (Self). A note states: 'NOTE :- Atleast one of the two (Email/Mobile No) is mandatory.' The 'Secondary Contact Detail' section has fields for 'Email' and 'Mobile No.', with a 'Please Select' dropdown for 'Belongs To'. The 'Login Credential' section has fields for 'Login Id' (30240709113361103), 'Password' (masked), and 'Confirm Password' (masked). Below these fields is a CAPTCHA image showing the number '299514' and a text input field with '299514'. A 'Submit' button is at the bottom. At the bottom of the modal, there are two notes: '1. Kindly note your application reference ID, as it will be your login ID until registration certificate is generated. Once registration certificate generated, the registration certificate number will be your login ID.' and '2. Password length should be minimum 6 to maximum 21 characters and should be alphanumeric with at least one uppercase character and one special character(!@#%&\*^\_~<.->).'. The footer of the page contains links for 'DOCUMENTS REQUIRED', 'ADDITIONAL INFORMATION', 'FSS ACT, 2006', and 'USEFUL LINKS'.

8. Enter the OTP received on Mobile / email and click on Submit.

The screenshot shows the FoSCoS registration page with a modal titled "Confirm Verification Code". The modal contains the following text: "Verification code has been sent to Email id ab@gmail.com & Mobile No. 8200000049." Below this is a text input field for the verification code, which currently contains "09:58". A note states: "If you have not received OTP on SMS, Please [click here](#) for OTP on Call." At the bottom of the modal are "Submit" and "Close" buttons. In the background, the "Sign Up Details" form is visible, showing fields for Primary Contact Detail (Email, Belongs To), Secondary Contact Detail (Email, Belongs To), and Login Credential (Login Id, Password, Confirm Password). The Login Id field contains "30240709113361103". The Password and Confirm Password fields are masked with asterisks. A CAPTCHA image with the number "299514" is displayed, along with a text input field for the CAPTCHA. A yellow banner at the top right indicates "Password and confirm password mismatch!".

9. On successful Signup, the login ID is generated.

The screenshot shows the FoSCoS registration page with a modal titled "User Sign Up Successfully". The modal contains the following text: "You have registered with FoSCoS and login id created Successfully. Your login id is 30240709113361103." Below this is a note: "Note: Once registration certificate generated, the registration certificate number will be your login ID." At the bottom of the modal is an "OK" button. In the background, the "Sign Up Details" form is visible, showing fields for Primary Contact Detail (Email, Belongs To), Secondary Contact Detail (Email, Belongs To), and Login Credential (Login Id, Password, Confirm Password). The Login Id field contains "30240709113361103". The Password and Confirm Password fields are masked with asterisks. A CAPTCHA image with the number "299514" is displayed, along with a text input field for the CAPTCHA. A yellow banner at the top right indicates "Password and confirm password mismatch!".

## 10. Upload all the mandatory documents.

Upload Document(s)/Payment

S.No.	Document Type	Upload Document(s) (Max File Size:5MB,type:pdf,jpeg,jpg,png) All Documents shall be self-attested by Authorized Signatory/Proprietor/Individual or Applicant before uploading.
1	Photo *	<a href="#">View</a> / <a href="#">Delete</a>
2	Identity Proof * Aadhaar Card	<a href="#">View</a> / <a href="#">Delete</a>

Other Document

Note:

1. Upload State specific documents in this section. ([View Mandatory Documents](#))
2. Maximum of 15 documents can be uploaded, if you have documents more than 15 then please merge your documents and upload it.
3. You have uploaded 0 out of 15 documents.

Sl. No.	Document Description	Upload Document(s) (Max File Size:5MB,type:pdf,jpeg,jpg,png)
	Select	<a href="#">Choose file</a>   No file chosen <a href="#">Upload</a>

☒ 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 assure that articles of food mentioned in form satisfy the requirements of FSS Act 2006, Rules and Regulations made thereunder.
- I/We 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 have read/understood the punishment provision under Section 61 of FOOD SAFETY AND STANDARDS ACT, 2006.

\*61. Penalty for false information. If a person, in connection with a requirement or direction under this Act, provides any information or produces any document that the person knows is false or misleading, he shall be liable to penalty which may extend to ten lakh rupees."

## 11. Select the payment method

Sl. No.	Document Description	Upload Document(s) (Max File Size:5MB,type:pdf,jpeg,jpg,png)
	Select	<a href="#">Choose file</a>   No file chosen <a href="#">Upload</a>

☒ 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 assure that articles of food mentioned in form satisfy the requirements of FSS Act 2006, Rules and Regulations made thereunder.
- I/We 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 have read/understood the punishment provision under Section 61 of FOOD SAFETY AND STANDARDS ACT, 2006.

\*61. Penalty for false information. If a person, in connection with a requirement or direction under this Act, provides any information or produces any document that the person knows is false or misleading, he shall be liable to penalty which may extend to ten lakh rupees."

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.

[Declaration](#) | [Conditions of License](#) | [Inspection Checklist](#)

[घोषणा](#) | [अनुमति की शर्तें](#) | [निरीक्षण जांच सूची](#)

☒ Online Payment through RazorPay ☐ PayUBiz

Total Amount: Rs. 200 (Rs. 200 (Certificate Fee)) Application Reference No.: 30240709113361103

GST No.

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

**Note:** Once you click on 'Pay' button, you will not be able to modify any details. So kindly make sure all the information provided in the application is correct.

Credit Card (Visa/Mastercard) - Taxes as applicable per transaction  
Debit Cards - Taxes as applicable per transaction  
Net Banking - Taxes as applicable per transaction

**Note - \*** Taxes over and above as applicable and charges to be absorbed from end customer

## 12. E-Sign using Mobile – Enter the Mobile number and click “proceed”.

The screenshot shows the FoSCoS FSSAI portal with an "e-Sign" modal open. The modal has a "Signature Type" section with a radio button selected for "By Mobile". Below this is a "Mobile No. \*" input field. A note states: "Note: If you update the Mobile number, the same will also be updated in the primary contact details of the FoSCoS profile." At the bottom of the modal are "Proceed" and "Cancel" buttons. The background page shows a declaration section, a total amount of ₹200, and a GST No. field.

I have read/understood the punishment provision under Section 61 of FOOD SAFETY AND STANDARDS ACT, 2006.  
"61. Penalty for false information. If a person, in connection with a requirement or direction under this Act, provides any information or produces any document that the person knows is false or misleading, he shall be liable to penalty which may extend to ten lakh rupees."

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.

Declaration || Conditions of License || Inspection

घोषणा || अनुज्ञप्ति की शर्तें || निरीक्षण की प्रक्रिया

Online Payment through RazorPay

Total Amount: ₹. 200 (Rs. 200) (Certificate Fee)

ENTER GST NO.

Proceed

Cancel

Note: Once you click on 'Pay' button, you will not be able to modify any details. So kindly make sure all the information provided in the application is correct.

Credit Card (Visa/Mastercard) - Taxes as applicable per transaction  
Debit Card - Taxes as applicable per transaction  
Net Banking - Taxes as applicable per transaction

Note - \* Taxes over and above as applicable and charges to be absorbed from end customer

In case your amount is debited from your bank account but not updated in FoSCoS, please do not attempt another payment. Kindly go to the home page and search under State/Registration incomplete application(s) to verify the payment.

The fee paid by any applicant for a licence shall not be refundable under any circumstances..

DOCUMENTS REQUIRED  
NEW/RENEWAL/MODIFICATION OF LICENSE  
NEW REGISTRATION  
FEE STRUCTURE

ADDITIONAL INFORMATION  
ANNUAL RETURN FORM D-1/FORM D-2  
Importer  
Exporter  
INSPECTION CHECKLIST  
CONDITION OF LICENSE

FSS ACT, 2006  
FSS RULES, 2011  
FSS REGULATIONS  
GAZETTE NOTIFICATION  
ADVISORIES/ORDERS

USEFUL LINKS  
Fssai  
FSSAI  
FOOD SAFETY MITRA  
More Links

## 13. Proceed with the payment.

The screenshot shows the Razorpay payment page. On the left, under "Select a payment method", there are three options: "Credit/Debit Card" (selected), "Netbanking", and "UPI". On the right, under "Pay with Credit/Debit Card", there are input fields for "Card Number", "Expiry Date" (MM / YY), "CVV", and "Cardholder's Name". Below these fields is a blue "PAY NOW" button and a "Cancel Payment" link. At the bottom, there is a "Powered by Razorpay" logo and a Visa/Mastercard logo.

< HUM

Select a payment method

Credit/Debit Card  
Visa, Mastercard, Maestro, Rupay

Netbanking  
Pay with Internet Banking Account

UPI  
Pay using BHIM, GPay and other UPI apps

Amount payable is  
₹200 + Convenience Charges

Pay with Credit/Debit Card

Card Number

Expiry Date CVV  
MM / YY \*\*\*

Cardholder's Name

PAY NOW

Cancel Payment

Powered by Razorpay

VISA Mastercard

Accept, process and disburse digital payments for your business.

Razorpay

FoSCoS - FSSAI
New Tab

foctest.fssai.gov.in/public/fbo/dashboard
Welcome GUEST\_USER | View Past Transactions | Notifications | What's New | Logout | English

**FOOD SAFETY AND STANDARDS  
AUTHORITY OF INDIA**

Ensuring Safe & Nutritious Food  
Ministry of Health and Family Welfare, Government of India

# FoSCoS

Food Safety Compliance System

Last Login: 09-07-2024 15:38:16

**Dashboard**

- License/Registration
- Renewal
- Modification
- Surrender / Transfer
- Food Consumer Grievance
- Inspection
- Audit Management
- Hygiene Management
- Help
- Biannual Report
- Improvement Notice
- Adjudication
- Pay Penalty
- Tax Invoice
- Relabeller NOC Application
- File your response
- e-Payment Register
- Search Console - Master Reports

## Dashboard

[Click To View Notifications](#)
[Pending Action](#)

Incomplete Application

Submitted Applications  
with Successful Payment

Reverted Application  
by Authority

Issued

If you initiate Renewal Application, while Modification application is still in process, renewal application will be given preference [Modification application will get frozen] to avoid expiry of license / registration. Modification Application will unfreeze after issuance of renewal of license / registration.

**Submitted Applications - Registration Certificate**

**Note:-**

- In case you receive queries by authorities on your application, You are required to respond within 30 days to avoid rejection of your application.
- SoP for reactivation of rejection application. [Click Here](#)

SLNo.	Company Name	Reference No.	Address	Application Type	Registration Category	Last Updated On	KOB	Status	Action
1	HUM	30240709113361103	delhi, Karol Bagh East, KAROL BAGH, Central, Delhi, 111111	New Registration	Registration	09-07-2024	<a href="#">View KOB</a>	Stage 1: Processing to be initiated	<a href="#">View receipt</a> <a href="#">View History</a>

[Previous](#)
[Next](#)