

## Part-A) Updating PAN while renewal of license in FBO login

1.. After logging into the FBO's Foscos account, the user should click on the "Renewal" tab located on the right side of the screen, then select the "Proceed" button as shown below.

**Apply for Renewal**

**License**

Note:-  
In case, your License does not get listed here for renewal and expiry is within 180 days, you might have already applied for Renewal of License and the application will be under either incomplete or submitted application bin on the Dashboard.

SL.No.	License No./Reference No.↓	Company Name↓	Issue Date↓	Expiry Date↓	License Category↓	KOB	Action
1	1000004000010/2021/003104242300	MADHURJYOTI PRIVATE LIMITED	03-02-2022	02-02-2025	Central License	View KOB	Proceed   Fill Annual Return

Previous Next

**Registration Certificate**

Note:-  
In case, your Registration Certificate does not get listed here for renewal and expiry is within 180 days, you might have already applied for Renewal of Registration Certificate and the application will be under either incomplete or submitted application bin on the Dashboard.

SL.No.	Certificate No./Reference No.↓	Company Name↓	Issue Date↓	Expiry Date↓	License Category↓	KOB	Action
No Record Found							

Previous Next

Note:  
1. License(s)/Registration Certificate eligible for Renewal shall only start getting listed here 180 Days prior to expiry of License.  
2. License(s)/Registration Certificate shall not get listed here for Renewal once your License(s)/Registration Certificate has expired as of today. Please submit a new application.  
3.If you initiate Renewal Application, while Modification application is still in process, renewal application will be given preference (Modification application will get freed) to avoid expiry of license / registration. Modification Application will unfreeze after issuance of renewal of license / registration.  
4. Wed 12th January 2023, Renewals of License and Registrations have been made instant (without requiring the approval of authorities). View Order  
5. Food Businesses can now renew their License/Registration even after the expiry date till 180th day with payment of penalty.View Order  
6. Order regarding Capping of Maximum Penalty due to non-submission of Annual Returns (For FY 2021-22 onwards). Annual Return filing and payment of penalty (For FY2021-22 onwards) has been made mandatory prior filing renewal application of their license by Manufacturers and Importers.See Order

2.. Clicking on the "Proceed" tab will open the following window, which provides the option to update the "PAN," as shown below.

**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\* [REDACTED]

Address of Premises for which license is being applied

Address \* [REDACTED] State: Delhi

\* Please type the complete address as per the Proof of possession of premises. (Sale deed/ Rent agreement/ Electricity bill, etc.)

District \* South Sub-District \* GHAZI NAGAR

Pincode \* 110025

GST No.(if any)

CIN No.(if any)

PAN No. \* [REDACTED] **PAN can be updated here**

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.

## Part-B) updating PAN during modification of license

1.. After logging into the FBO's Foscos account, the user should click on the "Modification" tab located on the right side of the screen, then select the "Proceed" button as shown below.

The screenshot displays the FosCos application interface. On the left, a navigation menu lists various options, with 'Modification' and 'Apply for Modification in License / Registration' highlighted. The main content area is titled 'Apply for Modification' and features a 'License' section. A table lists license applications, with the first row containing a 'Proceed' button highlighted in a red box. Below the table, there is a 'Registration Certificate' section with a 'No Record Found' message. At the bottom, a note provides instructions for license modification.

Sl.No.	License No./Reference No.	Company Name	Issue Date	Expiry Date	License Category	KOB	Action
1	<del>18333020000110120231000310000000</del>	<del>PREMISES CENTRE FRIENDS COLONY</del>	03-02-2022	02-02-2025	Central License	View KOB	Proceed

Clicking on the "Proceed" tab will open the following window, which provides the option to update the "PAN ," ( under Premises Detail) as shown below.

The screenshot displays the 'Fill Application Details' window in the FosCos application. The 'Premises Detail' tab is active, and the 'PAN No.' field is highlighted in a red box. The window contains various fields for entering application details, including company name, address, and contact information. A note at the bottom states that the information will be printed on the license and that users should ensure there are no typos.

**PAN can be updated here**

- Dashboard
- License/Registration
- Renewal
- Modification
- Apply for Modification in License / Registration
- Status of Non Form C Modification
- Surrender / Transfer
- Food Consumer Grievance
- Annual Return
- Inspection
- Quarterly Return for Exporters
- Audit Management
- Hygiene Management
- Help
- Six Monthly Lab Testing Report
- Recall Of Food Items Near Expiry/Expired
- Improvement Notice
- Adjudication
- Pay Penalty
- Head Office License
- Tax Invoice
- Relabeller NOC Application
- File your response

Note: 1. Instant Modification of License: Manufacturers can now get their license instantly modified. In case of addition of Non-High Risk Standardised Food Products.View Order  
 2. SOP for Mandatory Modification of old methodology License (initially granted from FLS portal) or migration of State License for Manufacturing of Nutraceuticals and related products wef 01.04.2022.View Order  
 3. Food businesses can now retain the same license/registration number even in case there is requirement of change in premise address, by applying modification of their existing license/registration.View Order  
 4. Enabling Food Businesses to modify/migrate their State License to Central License or Central License to State License without changing the license number.View order

### Application Detail(s)

Name of Company/Organization:	MARQUEE RETAIL PRIVATE LIMITED	License Number:	2333330900010
Address:	Plot No-15, Community Centre, Friends Colony, 110025 South, Delhi, 110025	Issue Date:	03-02-2022
Kind of Business:	Trade/Retail - Retailer	Expiry Date:	02-02-2025

### License Modification

Kindly select the details you want to change:

- Company Name/Address (within same District)/Kind of Business/Production Capacity etc. (with Modification Fee of Rs. 1000 + differential fee (if any)) (including Mandatory Modification of License for selection of products as per FoSCoS Methodology)
- Communication Details/Supporting Documents (Non-Form C modification without fee)

Proceed Cancel

- Dashboard
- License/Registration
- Renewal
- Modification
- Apply for Modification in License / Registration
- Status of Non Form C Modification
- Surrender / Transfer
- Food Consumer Grievance
- Annual Return
- Inspection
- Quarterly Return for Exporters
- Audit Management
- Hygiene Management
- Help
- Six Monthly Lab Testing Report
- Recall Of Food Items Near Expiry/Expired
- Improvement Notice
- Adjudication
- Pay Penalty
- Head Office License
- Tax Invoice
- Relabeller NOC Application
- File your response

### 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

\* Please type the complete address as per the Proof of possession of premises. (Sale deed/ Rent agreement/ Electricity bill, etc.)

District\*  Sub-District\*

Pincode\*

GST No. (if any)

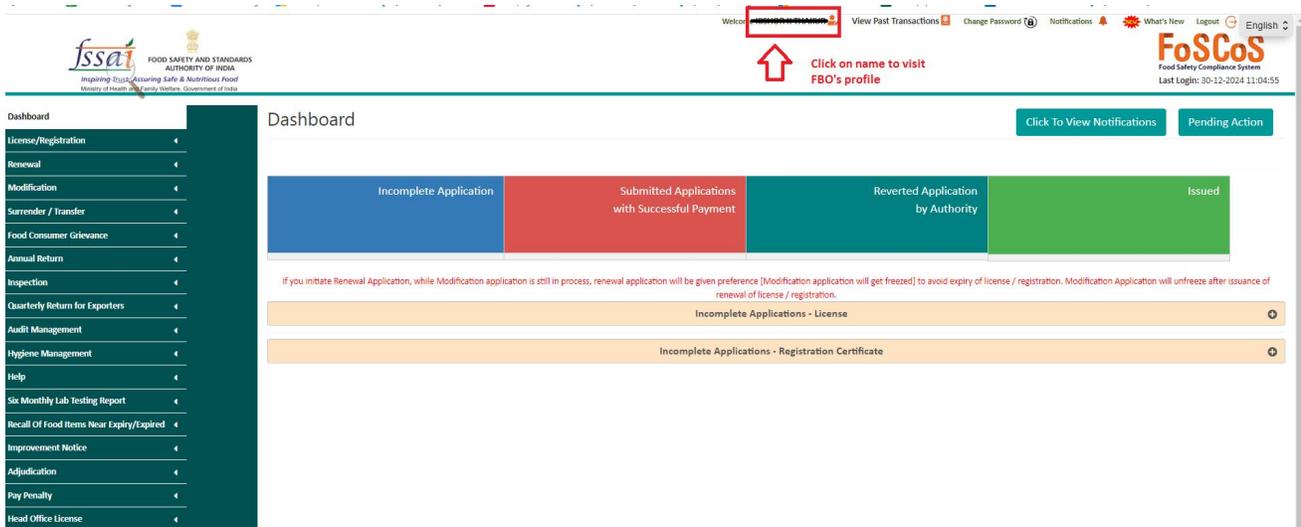
CIN No. (if any)

PAN No.\*  **PAN can be updated here**

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.

Part-C) Updating PAN by visiting FBO's profile section after login as shown below.



Clicking on profile section of FBO, following window will be opened with provision to update PAN as shown below.

