

The User manual for link Head Office:-

1. Link Head Office license while applying for new license:-

Step 0: Users can log on to this URL <https://fosc.os.fssai.gov.in> on the web browser and click on Apply for license /registration. Fill in all the details on the communication page, add the Head office license number if you have any, and click on add to link it.

The screenshot shows a web form for adding a head office license. It includes input fields for Pincode, Photo Id Card (a dropdown), and Photo Id No. Below these is a section titled "Other License Detail(s)" which contains a table with columns: S.No, License Category, License No, Issued Date, Expiry Date, Issued By, Upload Document(s), and Action(s). The table has one row with a "Select License" dropdown, "License N" input, "Issue Date" and "Expiry Dat" inputs, "Issued E" input, a "Choose File" button, and "No file chosen" text. Below the table is a section for "Head Office/Registered Office License Details(if Applicable)" with a "License No." input field containing "10019011006646" and a "Delete" link. This is followed by a table with columns: FBO/Company Name, Premises Address, License No, License Type, and Valid(Active/Inactive). The table contains one entry for "V2 RETAIL LIMITED" with a detailed address and license details. At the bottom, there is a section for "Food Safety Mitra Details(if Applicable)" with an "FSM No." input field and an "Add" link.

Step 1: Users can log in with their Head office license number and click on the side menu - “Head office license.”

The screenshot shows the top navigation bar of the FOSCoS website. It features the FSSAI logo on the left, the FoSCoS logo in the center, and the "Eat Right India" logo on the right. Below the logos is a navigation menu with links: Home | About FoSCoS | FSSAI | User Manual | Login-Businesses | Login-Authorities. Below the navigation bar are two sign-in panels. The left panel is titled "User Sign-in" and has a field for "Application Ref. No./License No./Certificate No." with "Proceed" and "Back" buttons. The right panel is titled "Small (Petty) FBO Sign-In!" and has a field for "Email-Id or Mobile Number" with the value "899719", a "Submit" button, and a "Back" button. Below the sign-in panels is a footer section with four columns of links: "DOCUMENTS REQUIRED" (New License, New Registration, Renewal of License), "ADDITIONAL INFORMATION" (Annual Return, Form D-1/Form D-2, Importer), "FSS ACT, 2006" (FSS Rules, 2011, FSS Regulations, Gazette Notification), and "USEFUL LINKS" (FoStac, FPIVS, Food Safety Mitra).

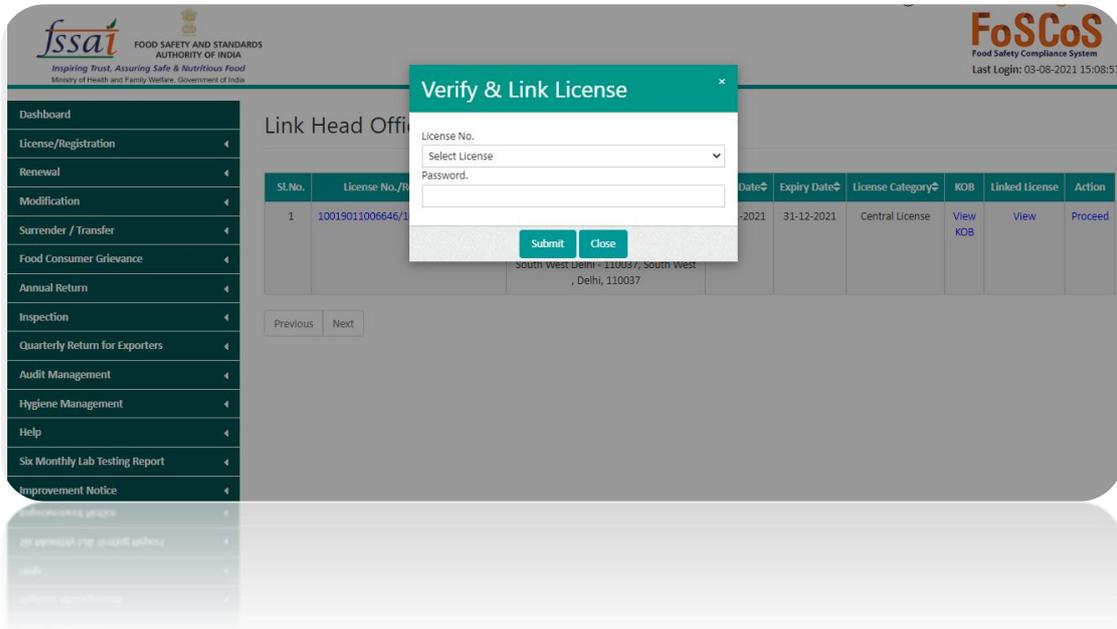
- Dashboard
- License/Registration
- Renewal
- Modification
- Surrender / Transfer
- Food Consumer Grievance
- Annual Return
- Inspection
- Quarterly Return for Exporters
- Audit Management
- Hygiene Management
- Help
- Six Monthly Lab Testing Report
- Improvement Notice
- Adjudication
- Pay Penalty
- Head Office License
- Link Head office License
- Link Office License
- Link License
- Link License
- Link License

Link Head Office License

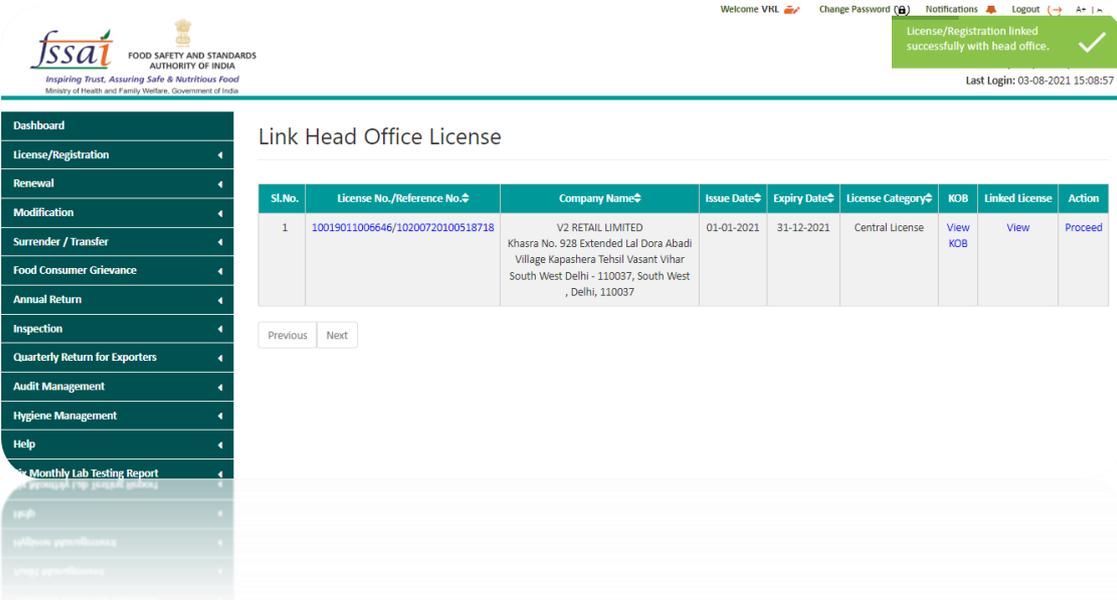
SL.No.	License No./Reference No.	Company Name	Issue Date	Expiry Date	License Category	KOB	Linked License	Action
1	10019011006646/10200720100518718	V2 RETAIL LIMITED Khasra No. 928 Extended Lal Dora Abadi Village Kapashera Tehsil Vasant Vihar South West Delhi - 110037, South West , Delhi, 110037	01-01-2021	31-12-2021	Central License	View KOB	View	Proceed

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

Step 2: Click on proceed to see a pop-up, and select your license number from the dropdown. Now enter the password to link the license with the Head office license.



Step 3: The user will get the message once the license is linked successfully.



Step 4: To check if the license got linked or not with the head office, click on the view button under the linked license column.

The screenshot shows the FSSAI FoSCoS portal interface. A modal window titled "Linked License" is open, displaying a table with the following data:

Sl.No.	Company Name	Reference No./License No.	Address	Issued Date	Valid From	Valid Upto	Action
1	V2 RETAIL LIMITED	20210106102224667 / 10821003000058	1C-58 NIT Main Market, Faridabad, Faridabad, Haryana, 121001	23-02-2021	23-02-2021	22-02-2022	View

The modal also includes "Previous" and "Next" navigation buttons and a "Close" button at the bottom. The background shows the portal's sidebar with various menu items and the top header with the FSSAI logo and "FoSCoS Food Safety Compliance System" branding.