

**DAIRY UNITS INCLUDING MILK CHILLING UNITS EQUIPPED TO HANDLE OR PROCESS**

1.	Upload Production unit photograph
2.	Blueprint/layout plan of the processing unit showing the dimensions in metres/square metres and operation-wise area allocation
3.	List of Directors with full address and contact details (mandatory for companies only)
4.	Name and List of Equipments and Machinery along with the number, installed capacity and horse power used
5.	Analysis report (Chemical & Bacteriological) of water to be used as ingredient in food from a recognized/ public health laboratory to confirm the potable (mandatory only for manufacturing and processing units only)
6.	Photo I.D and address proof issued by Government authority of Proprietor/Partner/Director(s)/Authorised Signatory.
7.	Proof of possession of premises. (Sale deed/ Rent agreement/ Electricity bill, etc.)
8.	Copy of certificate obtained under Coop Act-1861/ Multi State Coop Act-2002 in case of Cooperative (wherever applicable)
9.	Partnership Deed/Self Declaration for Proprietorship/Memorandum & Articles of Association towards the constitution of the firm
10.	Source of milk or procurement plan for milk including location of milk collection centre etc. in case of Milk and Products processing units (wherever applicable)
11.	Form IX: Nomination of Persons by a Company alongwith the Board Resolution.

**Note : In case of water is ground water then NOC from CGWA is necessary to be submitted accordingly (As per office order dated 02.01.2018 as available on official website of FSSAI i.e [www.fssai.gov.in](http://www.fssai.gov.in))**

## SLAUGHTERING UNITS

1.	Upload Production unit photograph
2.	Blueprint/layout plan of the processing unit showing the dimensions in metres/square metres and operation-wise area allocation (mandatory for manufacturing and processing units only)
3.	List of Directors with full address and contact details (mandatory for companies only)
4.	Name and List of Equipments and Machinery along with the number, installed capacity and horse power used
5.	Analysis report (Chemical & Bacteriological) of water to be used as ingredient in food from a recognized/ public health laboratory to confirm the potable
6.	Photo I.D and address proof issued by Government authority of Proprietor/Partner/Director(s)/Authorised Signatory.
7.	Proof of possession of premises. (Sale deed/ Rent agreement/ Electricity bill, etc.)
8.	Partnership Deed/Self Declaration for Proprietorship/Memorandum & Articles of Association towards the constitution of the firm
9.	Form IX: Nomination of Persons by a Company alongwith the Board Resolution.
10.	NOCs from Municipality or local body.

**Note : In case of water is ground water then NOC from CGWA is necessary to be submitted accordingly (As per office order dated 02.01.2018 as available on official website of FSSAI i.e [www.fssai.gov.in](http://www.fssai.gov.in))**

## MEAT PROCESSING UNIT

1.	Upload Production unit photograph
2.	Blueprint/layout plan of the processing unit showing the dimensions in metres/square metres and operation-wise area allocation
3.	List of Directors with full address and contact details (mandatory for companies only)
4.	Name and List of Equipments and Machinery along with the number, installed capacity and horse power used
5.	Analysis report (Chemical & Bacteriological) of water to be used as ingredient in food from a recognized/ public health laboratory to confirm the potable
6.	NOCs from Municipality or local body.
7.	Photo I.D and address proof issued by Government authority of Proprietor/Partner/Director(s)/Authorised Signatory.
8.	Proof of possession of premises. (Sale deed/ Rent agreement/ Electricity bill, etc.)
9.	Partnership Deed/Self Declaration for Proprietorship/Memorandum & Articles of Association towards the constitution of the firm
10.	Form IX: Nomination of Persons by a Company alongwith the Board Resolution.
11.	Source of raw material for meat and meat processing plants (wherever applicable)

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(As per office order dated 02.01.2018 as available on official website of FSSAI i.e [www.fssai.gov.in](http://www.fssai.gov.in))**

## VEGETABLE OIL PROCESSING

1.	Upload Production unit photograph
2.	Blueprint/layout plan of the processing unit showing the dimensions in metres/square metres and operation-wise area allocation
3.	List of Directors with full address and contact details (mandatory for companies only)
4.	Name and List of Equipments and Machinery along with the number, installed capacity and horse power used
5.	Analysis report (Chemical & Bacteriological) of water to be used as ingredient in food from a recognized/ public health laboratory to confirm the potable
6.	Photo I.D and address proof issued by Government authority of Proprietor/Partner/Director(s)/Authorised Signatory.
7.	Proof of possession of premises. (Sale deed/ Rent agreement/ Electricity bill, etc.) .
8.	Partnership Deed/Self Declaration for Proprietorship/Memorandum & Articles of Association towards the constitution of the firm
9.	Form IX: Nomination of Persons by a Company alongwith the Board Resolution.

**Note : In case of water is ground water then NOC from CGWA is necessary to be submitted accordingly (As per office order dated 02.01.2018 as available on official website of FSSAI i.e [www.fssai.gov.in](http://www.fssai.gov.in))**

**PACKER/REPACKER**

1.	List of Directors with full address and contact details (mandatory for companies only)
2.	Name and List of Equipments and Machinery along with the number, installed capacity and horse power used (mandatory for manufacturing and processing units only)
3.	Photo I.D and address proof issued by Government authority of Proprietor/Partner/Director(s)/Authorised Signatory. .
4.	Blueprint/layout plan of the processing unit showing the dimensions in metres/square metres and operation-wise area allocation
5.	Proof of possession of premises. (Sale deed/ Rent agreement/ Electricity bill, etc.) .
6.	Partnership Deed/Self Declaration for Proprietorship/Memorandum & Articles of Association towards the constitution of the firm
7.	Form IX: Nomination of Persons by a Company alongwith the Board Resolution.

**RELABELLER**

1.	Proof of Expected Annual Turnover(self-attested)
2.	List of Directors with full address and contact details
3.	Photo I.D and address proof issued by Government authority of Proprietor/Partner/Director(s)/Authorised Signatory. .
4.	Proof of possession of premises. (Sale deed/ Rent agreement/ Electricity bill, etc.) .
5.	Partnership Deed/Self Declaration for Proprietorship/Memorandum & Articles of Association towards the constitution of the firm
6.	Form IX: Nomination of Persons by a Company alongwith the Board Resolution.
7.	NOC & Copy of License from manufacturer

ALL FOOD PROCESSING UNITS OTHER THAN MENTIONED ABOVE	
1.	Blueprint/layout plan of the processing unit showing the dimensions in metres/square metres and operation-wise area allocation (mandatory for manufacturing and processing units only)
2.	List of Directors with full address and contact details (mandatory for companies only)
3.	Name and List of Equipments and Machinery along with the number, installed capacity and horse power used
4.	Analysis report (Chemical & Bacteriological) of water to be used as ingredient in food from a recognized/ public health laboratory to confirm the potable
5.	Upload Production unit photograph
6.	Photo I.D and address proof issued by Government authority of Proprietor/Partner/Director(s)/Authorised Signatory. .
7.	Proof of possession of premises. (Sale deed/ Rent agreement/ Electricity bill, etc.) .
8.	Partnership Deed/Self Declaration for Proprietorship/Memorandum & Articles of Association towards the constitution of the firm
9.	Form IX: Nomination of Persons by a Company alongwith the Board Resolution.

**Note :** In case of water is ground water then NOC from CGWA is necessary to be submitted accordingly  
(As per office order dated 02.01.2018 as available on official website of FSSAI i.e [www.fssai.gov.in](http://www.fssai.gov.in))

## NUTRACEUTICALS

1.	Blueprint/layout plan of the processing unit showing the dimensions in metres/square metres and operation-wise area allocation (mandatory for manufacturing and processing units only)
2.	List of Directors with full address and contact details (mandatory for companies only)
3.	Name and List of Equipments and Machinery along with the number, installed capacity and horse power used
4.	Analysis report (Chemical & Bacteriological) of water to be used as ingredient in food from a recognized/ public health laboratory to confirm the potable
5.	Upload Production unit photograph
6.	Photo I.D and address proof issued by Government authority of Proprietor/Partner/Director(s)/Authorised Signatory. .
7.	Proof of possession of premises. (Sale deed/ Rent agreement/ Electricity bill, etc.) .
8.	Partnership Deed/Self Declaration for Proprietorship/Memorandum & Articles of Association towards the constitution of the firm
9.	Form IX: Nomination of Persons by a Company alongwith the Board Resolution.
10.	Category of the product as per Food Safety and Standards (Health Supplements, Nutraceuticals, Food for Special Dietary Use, Food for Special Medical Purpose, Functional Food and Novel Food) Regulations, 2016 and List of Ingredients.

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**PROPRIETARY FOOD**

1.	Undertaking from FBO on letterhead (Only for Proprietary Foods).
2.	Upload Production unit photograph
3.	List of Directors with full address and contact details (mandatory for companies only)
4.	Blueprint/layout plan of the processing unit showing the dimensions in metres/square metres and operation-wise area allocation (mandatory for manufacturing and processing units only)
5.	Name and List of Equipments and Machinery along with the number, installed capacity and horse power used
6.	Photo I.D and address proof issued by Government authority of Proprietor/Partner/Director(s)/Authorised Signatory. .
7.	Proof of possession of premises. (Sale deed/ Rent agreement/ Electricity bill, etc.)
8.	Partnership Deed/Self Declaration for Proprietorship/Memorandum & Articles of Association towards the constitution of the firm
9.	Form IX: Nomination of Persons by a Company alongwith the Board Resolution.
10.	Analysis report (Chemical & Bacteriological) of water to be used as ingredient in food from a recognized/ public health laboratory to confirm the potable

**Note : In case of water is ground water then NOC from CGWA is necessary to be submitted accordingly  
(As per office order dated 02.01.2018 as available on official website of FSSAI i.e [www.fssai.gov.in](http://www.fssai.gov.in))**

## Storage

1.	Proof of Expected Annual Turnover(self-attested)
2.	List of Directors with full address and contact details (mandatory for companies only)
3.	Photo I.D and address proof issued by Government authority of Proprietor/Partner/Director(s)/Authorised Signatory. .
4.	Proof of possession of premises. (Sale deed/ Rent agreement/ Electricity bill, etc.) .
5.	Partnership Deed/Self Declaration for Proprietorship/Memorandum & Articles of Association towards the constitution of the firm
6.	Form IX: Nomination of Persons by a Company alongwith the Board Resolution.

## TRANSPORTER

1.	For Transporters- Supporting documentary proof for turnover or self-declaration of no. of vehicles.
2.	List of Directors with full address and contact details (mandatory for companies only)
3.	Photo I.D and address proof issued by Government authority of Proprietor/Partner/Director(s)/Authorised Signatory. .
4.	Partnership Deed/Self Declaration for Proprietorship/Memorandum & Articles of Association towards the constitution of the firm
5.	Form IX: Nomination of Persons by a Company alongwith the Board Resolution.

HOTEL	
1.	Proof of Expected Annual Turnover(self-attested)
2.	List of Directors with full address and contact details (mandatory for companies only)
3.	Certificate provided by Ministry of Tourism (HRACC) (Applicable for Hotels only)
4.	Analysis report (Chemical & Bacteriological) of water to be used as ingredient in food from a recognized/ public health laboratory to confirm the potable
5.	Partnership Deed/Self Declaration for Proprietorship/Memorandum & Articles of Association towards the constitution of the firm
6.	Form IX: Nomination of Persons by a Company alongwith the Board Resolution.
7.	Photo I.D and address proof issued by Government authority of Proprietor/Partner/Director(s)/Authorised Signatory. .

**Note : In case of water is ground water then NOC from CGWA is necessary to be submitted accordingly (As per office order dated 02.01.2018 as available on official website of FSSAI i.e [www.fssai.gov.in](http://www.fssai.gov.in))**

**CATERER, FOOD CATERING SERVICES, MID DAY MEAT CANTEEN, MID DAY MEAL  
CATERER, RESTAURANT**

1.	Proof of Expected Annual Turnover(self-attested)
2.	List of Directors with full address and contact details (mandatory for companies only)
3.	Photo I.D and address proof issued by Government authority of proprietor/Partner/Director(s)/Authorised Signatory. .
4.	Analysis report (Chemical & Bacteriological) of water to be used as ingredient in food from a recognized/ public health laboratory to confirm the potable
5.	Partnership Deed/Self Declaration for Proprietorship/Memorandum & Articles of Association towards the constitution of the firm
6.	Form IX: Nomination of Persons by a Company alongwith the Board Resolution.

**Note : In case of water is ground water then NOC from CGWA is necessary to be submitted accordingly (As per office order dated 02.01.2018 as available on official website of FSSAI i.e [www.fssai.gov.in](http://www.fssai.gov.in))**

DISTRIBUTOR, MARKETER, RETAILER OF SNACKS/TEA, RETAILER, SUPPLIER, WHOLESALER	
1.	Proof of Expected Annual Turnover(self-attested)
2.	List of Directors with full address and contact details (mandatory for companies only)
3.	Food Safety Management System plan or certificate (if any)
4.	Declaration Form
5.	Photo I.D and address proof issued by Government authority of Proprietor/Partner/Director(s)/Authorised Signatory. .
6.	Proof of possession of premises. (Sale deed/ Rent agreement/ Electricity bill, etc.) .
7.	Partnership Deed/Self Declaration for Proprietorship/Memorandum & Articles of Association towards the constitution of the firm
8.	Form IX: Nomination of Persons by a Company alongwith the Board Resolution.

Food business operators manufacturing any article of food containing ingredients or substances or using technologies or processes or combination thereof whose safety has not been established through these regulations or which do not have a history of safe use or food containing ingredients which are being introduced for the first time into the country. **(They need to apply for product approval at FSSAI (HQ) separately before applying for license)**

1.	Proof of Expected Annual Turnover(self-attested)
2.	Blueprint/layout plan of the processing unit showing the dimensions in metres/square metres and operation-wise area allocation
3.	List of Directors with full address and contact details (mandatory for companies only)
4.	Name and List of Equipments and Machinery along with the number, installed capacity and horse power used
5.	Analysis report (Chemical & Bacteriological) of water to be used as ingredient in food from a recognized/ public health laboratory to confirm the potable
6.	Upload Production unit photograph
7.	Photo I.D and address proof issued by Government authority of Proprietor/Partner/Director(s)/Authorised Signatory. .
8.	Proof of possession of premises. (Sale deed/ Rent agreement/ Electricity bill, etc.) .
9.	Partnership Deed/Self Declaration for Proprietorship/Memorandum & Articles of Association towards the constitution of the firm
10.	Form IX: Nomination of Persons by a Company alongwith the Board Resolution.
11.	Product Approval NoC from Standards Division, FSSAI Hq

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**FOOD VENDING AGENCIES, FOOD VENDING ESTABLISHMENTS, HAWKER  
(ITINERANT/MOBILE FOOD VENDOR)**

1.	Proof of Expected Annual Turnover(self-attested)
2.	List of Directors with full address and contact details (mandatory for companies only)
3.	Photo I.D and address proof issued by Government authority of Proprietor/Partner/Director(s)/Authorised Signatory. .
4.	Proof of possession of premises. (Sale deed/ Rent agreement/ Electricity bill, etc.) .
5.	Partnership Deed/Self Declaration for Proprietorship/Memorandum & Articles of Association towards the constitution of the firm
6.	Form IX: Nomination of Persons by a Company alongwith the Board Resolution.



## IMPORTER

1.	List of Directors with full address and contact details (mandatory for companies only)
2.	IE CODE document issued by DGFT
3.	Photo I.D and address proof issued by Government authority of Proprietor/Partner/Director(s)/Authorised Signatory. .
4.	Partnership Deed/Self Declaration for Proprietorship/Memorandum & Articles of Association towards the constitution of the firm
5.	Form IX: Nomination of Persons by a Company alongwith the Board Resolution.

MANUFACTURER/EXPORTER	
1.	List of Directors with full address and contact details (mandatory for companies only)
2.	IE CODE document issued by DGFT
3.	Upload Production unit photograph
4.	Undertaking for Exporting FBO
5.	Blueprint/layout plan of the processing unit showing the dimensions in metres/square metres and operation-wise area allocation
6.	Name and List of Equipments and Machinery along with the number, installed capacity and horse power used
7.	Photo I.D and address proof issued by Government authority of Proprietor/Partner/Director(s)/Authorised Signatory.
8.	Proof of possession of premises. (Sale deed/ Rent agreement/ Electricity bill, etc.) .
9.	Partnership Deed/Self Declaration for Proprietorship/Memorandum & Articles of Association towards the constitution of the firm
10.	Form IX: Nomination of Persons by a Company alongwith the Board Resolution.

**Note :** In case of water is ground water then NOC from CGWA is necessary to be submitted accordingly (As per office order dated 02.01.2018 as available on official website of FSSAI i.e [www.fssai.gov.in](http://www.fssai.gov.in)).

**2.** As per FSSAI order dated 20.06.2018, the Exporting FBO shall have to provide the information for each product.

## MERCHANT EXPORTER

1.	List of Directors with full address and contact details (mandatory for companies only)
2.	IE CODE document issued by DGFT
3.	Undertaking for Exporting FBO(Merchant Exporter)
4.	Photo I.D and address proof issued by Government authority of Proprietor/Partner/Director(s)/Authorised Signatory. .
5.	Proof of possession of premises. (Sale deed/ Rent agreement/ Electricity bill, etc.) .
6.	Partnership Deed/Self Declaration for Proprietorship/Memorandum & Articles of Association towards the constitution of the firm
7.	Form IX: Nomination of Persons by a Company alongwith the Board Resolution.

100 % Export Oriented Unit	
1.	Upload Production unit photograph
2.	List of Directors with full address and contact details (mandatory for companies only)
3.	Ministry of Commerce Certificate for 100% EOU
4.	Blueprint/layout plan of the processing unit showing the dimensions in metres/square metres and operation-wise area allocation
5.	Name and List of Equipments and Machinery along with the number, installed capacity and horse power used
6.	Photo I.D and address proof issued by Government authority of Proprietor/Partner/Director(s)/Authorised Signatory.
7.	Analysis report (Chemical & Bacteriological) of water to be used as ingredient in food from a recognized/ public health laboratory to confirm the potable
8.	Proof of possession of premises. (Sale deed/ Rent agreement/ Electricity bill, etc.) .
9.	Partnership Deed/Self Declaration for Proprietorship/Memorandum & Articles of Association towards the constitution of the firm
10.	Form IX: Nomination of Persons by a Company alongwith the Board Resolution.

**Note : In case of water is ground water then NOC from CGWA is necessary to be submitted accordingly (As per office order dated 02.01.2018 as available on official website of FSSAI i.e [www.fssai.gov.in](http://www.fssai.gov.in))**

**HEAD OFFICE/REGISTERED OFFICE/E-COMMERCE**

1.	List of Directors with full address and contact details (mandatory for companies only)
2.	Photo I.D and address proof issued by Government authority of Proprietor/Partner/Director(s)/Authorised Signatory. .
3.	Proof of possession of premises. (Sale deed/ Rent agreement/ Electricity bill, etc.) .
4.	Partnership Deed/Self Declaration for Proprietorship/Memorandum & Articles of Association towards the constitution of the firmhe 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)
5.	Recall plan wherever applicable, with details on whom the product is distributed. .