

No. 15(31)2020/FoSCoS/RCD/FSSAI
Food Safety and Standards Authority of India
(A Statutory Authority established under the Food Safety and Standards Act, 2006)
(Regulatory Compliance Division)
FDA Bhawan, Kotla Road, New Delhi – 110002
Food Safety Compliance System (FoSCoS) – <https://foscos.fssai.gov.in>

Dated, the 9th March, 2021

Order

Subject: Revised list of Kind of Business wise documents required to be submitted along with the application for FSSAI License - reg.

A list of documents required to be submitted at the time of applying for new license and renewal / modification of license was issued by FSSAI vide order no. 1(4)2011/License/FSSAI dated 14.05.2012. Subsequently, clarifications thereon were issued vide letter no. 15(6)2020/FLRS/RCD/FSSAI dated 31st August 2020 (copies enclosed).

2. FSSAI has been in the constant process of making the licensing and registration procedure simpler and rationalised towards ease of doing business. In this direction, the documents prescribed to be submitted vide order dated 14.05.2012 under reference have been reviewed. To bring clarity on the documents to be submitted, these documents have been segregated on the basis of Kind of Business and their relevance to KoBs. Some of the documents not essentially needed have been dispensed with and various declarations required to be submitted have been consolidated.

3. Accordingly, FSSAI has come out with a KoB wise list of documents to be submitted with application for license. The list as approved by Food Authority is given at Annexure-1. Necessary changes in this regard have also been made in the online licensing and registration system namely FoSCoS (<https://foscos.fssai.gov.in>). It has also been decided that the documents shall be self attested by authorised signatory/proprietor before being uploaded on FoSCoS.

4. This issues with the approval of the Competent Authority.

Encl:-As above



(Dr. Shobhit Jain)

Executive Director (RCD)

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To -

1. All Food Business Operators, Associations, Food Safety Mitra and other Stakeholders
2. Commissioner of Food Safety of concerned States/UTs
3. Directors of all Regional Offices, FSSAI
4. Head (IT) – for uploading on website

Copy for information to -

1. All Divisional Heads of FSSAI
2. PPS to Chairperson, FSSAI
3. PS to CEO, FSSAI

I. Revised list of the KoB-wise mandatory documents

The KoB-wise list of mandatory documents is divided into two parts i.e. **Documents for Non-Manufacturing KoBs** and **Documents for Manufacturing KoBs**. The KoB-wise mandatory documents are listed below:

Note: * denotes document to be submitted on Letter Head of the firm/company etc.

A1: List of Documents for non-Manufacturing/Processing Kind of Businesses	
Sr. No. 1 to 5 – applicable for all Kind of Businesses	
1.	List of Directors/Partners/Proprietor/Executive Members of Society/Trust with full address and contact details with nomination of authorized signatory*
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 firm/ Copy of certificate obtained under Coop Act - 1861/Multi State Coop Act - 2002 in case of Cooperatives.
5.	Form IX: Nomination of Person as per Clause 2.5 of FSS Rules, 2008 (Not applicable in case of Proprietor)*
A2: List of additional specific documents related to type of food business activity	
Food Services such as Hotels/ Restaurants, Food Vending Establishments, Club/Canteen or any other prepared food establishment.	1. Analysis report (Chemical & Bacteriological) of water to be used as ingredient in food from a recognized/ public health laboratory to confirm the potability indicating the name of authorized representative of Lab who collected the sample and date of collecting sample (Not applicable if water is not being used as ingredient)
Importer	1. Import Export Code (IEC) document issued by DGFT 2. Recall Pan*
Merchant Exporter	1. Import Export Code (IEC) document issued by DGFT 2. Declaration that products meant for export only shall not be exposed for sale and consumption in domestic market. Further, the products (meant for export only) meet the standards of importing country.*
Head Office/Registered Office/ eCommerce	1. Recall Pan*
Transporters	1. List of Vehicle Registration Numbers*

B1: List of Documents for Manufacturers / Processors
Sr. No. 1 to 10 – applicable for all Manufacturing/Processing KoBs

1.	List of Directors/Partners/Proprietor/Executive Members of Society/Trust with full address and contact details with nomination of authorized signatory*
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 firm/ Copy of certificate obtained under Coop Act - 1861/Multi State Coop Act - 2002 in case of Cooperatives.
5.	Form IX: Nomination of Person as per Clause 2.5 of FSS Rules, 2008 (Not applicable in case of Proprietor)*
6.	Blueprint/layout plan of the processing unit showing the dimensions in metres/square metres and operation-wise area allocation *
7.	Production unit photographs
8.	Name and List of Equipments and Machinery along with the number, installed capacity and horse power used*
9.	Analysis report (Chemical & Bacteriological) of water to be used as ingredient in food from a recognized/ public health laboratory to confirm the potability indicating the name of authorized representative of Lab who collected the sample and date of collecting sample. (Not applicable if water is not being used as ingredient)
10.	Recall Plan*

B2: List of additional specific documents related to type of Manufacturing/Processing Activity

Dairy Processing	Source or procurement plan for milk*
Meat Processing	1. Source of raw material* 2. NoC from Municipal Corporation / local body
Slaughter House	NoC from Municipal Corporation / local body
Relabellers and Repackers	NOC from Manufacturers. #Repackers shall upload NOC from Manufacturers as a separate document in Other Document Section. #Relabellers shall upload NOC from Manufacturers against Sr. no. 6,7,8,9 of list B1.
Nutraceuticals	Product Specification (ingredients as per applicable Schedule) of each product mentioning the purity criteria adopted for ingredients of Nutraceutical and health supplement products as per the prescribed format*
Proprietary Foods	Composition of the each product as per the prescribed format*
Novel Foods	Product Approval from FSSAI Hq for each product
Packaged Drinking Water	Pesticide residues report of water to be used as ingredient in case of units manufacturing Packaged drinking water, packaged Mineral water and/or carbonated water from a recognised/ public health laboratory indicating the name of authorised representative of Lab who collected the sample and date of collecting sample, including source of raw water and treatment plan.

B3: Additional Documents for Manufacturer – Exporters (in addition to above)

1. Import Export Code (IEC) document issued by DGFT
2. Declaration that products meant for export only shall not be exposed for sale and consumption in domestic market. Further, the products (meant for export only) meet the standards of importing country.*
3. Ministry of Commerce Certificate for 100% EOU (if availing the Scheme)

C: Other Document list irrespective of Kind of Business

1. In case of extraction of ground water, NOC from CGWA as per FSSAI order dated 2nd Jan 2018 and 11th January 2021.
2. Any document which is required by the licensing authority to ensure safety of food.
3. Any document specified by FSSAI or Commissioner of Food Safety through a public order for any particular Kind of Business Activity or in general.

D: Documents required for Renewal of License (for all KoBs)

1. FSMS Certificate or plan
2. Updation of details of Nominee (Form IX) – if nominee is changed.

E: Documents required for Modification of License (for all KoBs)

1. Supporting Document for the purpose of modification on the letterhead.
2. Any document which is required by the licensing authority to ensure safety of food.