

Documents to be enclosed for

New Application for License to Central / State Licensing Authority

1. Form-B duly completed and signed (in duplicate) by the proprietor/ partner or the authorised signatory (mandatory for all).
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 (mandatory for manufacturing and processing units only).
5. Photo ID and address proof issued by Government authority of Proprietor/Partner/Director(s)/Authorized Signatory. (optional)
6. List of food category desired to be manufactured. (In case of manufacturers).
7. Authority letter with name and address of responsible person nominated by the manufacturer along with alternative responsible person indicating the powers vested with them viz assisting the officers in inspections, collection of samples, packing & dispatch. (mandatory for manufacturing and processors).
8. Analysis report (Chemical & Bacteriological) of water to be used as ingredient in food from a recognized/ public health laboratory to confirm the portability (mandatory only for manufacturing and processing units only).
9. Proof of possession of premises. (Sale deed/ Rent agreement/ Electricity bill, etc.) (optional).
10. Partnership Deed/Affidavit/Memorandum & Articles of Association towards the constitution of the firm. (optional).
11. Copy of certificate obtained under Coop Act - 1861/Multi State Coop Act - 2002 in case of Cooperatives. (wherever applicable).
12. NOC from manufacturer (mandatory for Re-labellers and Re-packers)
13. Food Safety Management System plan or certificate (if any).
14. Source of milk or procurement plan for milk including location of milk collection centre's etc. in case of Milk and Milk Products processing units.(wherever applicable).
15. Source of raw material for meat and meat processing plants. (wherever applicable).
16. Pesticide residues report of water in case of units manufacturing packaged drinking water, packaged Mineral water and/or carbonated water from a recognized/ public health
17. Recall plan wherever applicable, with details on whom the product is distributed. (Optional).
18. NOCs from Municipality or local body. (optional).

Documents to be included for

Renewal or Transfer of License given under other existing laws prior to these Regulations:

1. Any change in documents or information provided during grant of previous license. (mandatory).
2. Certificate or Plan of Food Safety Management System being adopted (for units under Central Licensing it has to be a certificate from accredited agencies) - An Advisory has already been issued vide letter no. 1(56)2012/ Advisory/FSSAI dt: 02.04.2012 declaring that FBO will submit an affidavit on a non-judicial stamp paper declaring that FBO will comply with Good Manufacturing Practices as mentioned in Schedule - 4 of FSS (Licensing and Registration of Food Businesses) Regulation, 2011.
3. List of workers with their medical fitness certificates. (These may be available with the units and be shown at the time of inspection).
4. Name, qualification and details of technical personnel in charge of operation. (mandatory for manufacturing & processing units).