<table>
<thead>
<tr>
<th>S.No.</th>
<th>Question</th>
<th>Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>How to apply for license/Registration under FSSA-2006?</td>
<td>Sign Up on Food licensing &amp; Registration system (<a href="https://foodlicensing.fssai.gov.in">https://foodlicensing.fssai.gov.in</a>) and apply online for license/Registration.</td>
</tr>
<tr>
<td>2</td>
<td>How to sign up on Food licensing &amp; Registration system (<a href="http://www.foodlicensing.fssai.gov.in">www.foodlicensing.fssai.gov.in</a>)?</td>
<td>Go on website <a href="https://foodlicensing.fssai.gov.in">https://foodlicensing.fssai.gov.in</a> and click on signup by providing applicant and company details.</td>
</tr>
</tbody>
</table>
### 3. What is the procedure for applying?

Login with your user credential and select apply for license/Registration from the Tab License/registration and proceed. Follow the following steps:

1. Firstly you should accept the undertaking.
2. Select the state where your premise of food business situated.
3. Confirm yes if you have premises in more than one state otherwise select No.
4. If selected yes at step 2 and you are applying for Head Office/Registered office select yes. If you have
premise in more than one state but you are not applying for Head Office/Registered office then select No.
5. If you selected yes at step 4 and you have other food business from Head Office/Registered office select yes. Proceed for next step.
7. Select Kind of business.
8. Select the turnover or installed capacity.
9. Furnished the details as address of registered office, premise of business, person in-charge of operation, person complying with condition of license and products details etc.
10. Upload the supporting documents.
11. Pay the fees. (online in case of central license, for state license/ registration payment mode may be online or offline via challan etc.)
12. Print Form B and sign the same. after scanning this form upload it and acknowledgement will be generated.
Which Kind of business should be selected?

If you are manufacturer, Repacker & Relabeller then select from these kind of business according to your products -
1. Dairy Unit including milk chilling units. (for milk industry)
2. Vegetable oil processing unit. (For edible oil, refined oil solvent extracted oil & edible Fat products producer)
3. Slaughtering Unit.
4. Meat processing Unit.
5. All food processing unit including relabeller & repacker. (for all food processing unit other than mention above)

For other business select appropriate business, which will be carried out at the premise for which license is being applied from the available list. It may be more than one kind of business.
Apply for License/Registration

Select State of Premises for which License/Registration is being applied

Are you operating in more than 1 (One) State?

- Yes
- No

Are you applying for Head office/Registered Office?

- Yes
- No

Note: In case FBO is operating in more than one state, he has to obtain one additional Central License for Head office/registered office and separate license for each location as per Capacity/Turnover (State/ Central License).

Kind of Business / Premises Location

Manufacturer  Importers  Other Businesses  Premises at Central Govt. Agencies  Premises at Airport/Seaport  Railways

Importers importing food items including food ingredients and additives for commercial use

Note: Each location will be issued separate license (except transporter where one license will be issued for all vehicle of a single transporter/business). In case FBO is operating in more than one state, he has to obtain one additional Central License for Head office/registered office and separate license for each location as per Capacity/Turnover (State/ Central License).
How to pay fees?

In case of central license, you have to pay it online via your debit card, credit card & net banking. For state license/Registration mode of offline payments varies from state to state, state accepting it through challan or DD.

Select Payment Mode

Pay Online via BOB Payment Gateway

Close

Home License/Registration Renewal Modification Duplicate / Surrender / Transfer Logout

Logged in as HelpDesk

Payment Confirmation

License Fee: Rs. 7500

Note: Once you click on 'Proceed for Payment' button, you will not be able to modify any details. So kindly make sure all the information provided in the application is correct by clicking on 'Preview Application' button.

Credit/Debit card charges - 0.65% + Taxes as applicable per transaction
Net banking charges - Rs. 9.75 + Taxes as applicable per transaction

In case your amount is debited from your bank account but not updated in FLRS, please do not attempt another payment, send a mail on licensing@fssai.gov.in and wait for 24-48 hours.

The fee paid by any applicant for a licence shall not be refundable under any circumstances.

Previous Preview Application Proceed for Payment Cancel

Select Payment Mode

Pay Via Demand Draft
Pay Via Treasury Challan
Pay Via Cash

Close
How to upload documents?

Scan the documents and generate separate pdf for each documents and select file to be uploaded for each documents, while applying.

When will FBO receive SMS & Email?

FBO receive SMS & Email at each & every steps these are the following:
1. After signup.
2. Submission of application.
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<table>
<thead>
<tr>
<th></th>
<th></th>
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| 3. | If clarification sought after scrutinization by DO.  
 4. | Reminder to FBO to clarify within 30 days.  
 5. | If documents accepted by DO.  
 6. | If inspection assigned.  
 7. | If accepted for license generation.  
 8. | If license generated. |
<p>| 8 | How to check status of application? | Go on website <a href="https://foodlicensing.fssai.gov.in">https://foodlicensing.fssai.gov.in</a> and check it by filling application reference no. |
| 9 | Where FBO get application reference no? | After completion of application it may be get from Form B or acknowledgement. |
| 10 | How to know whether any clarification has been sought by DO and how to clarify? | FBO will receive an Email &amp; SMS however comments of DO may be seen by Login with your user credential. Select application for editing from the Tab License/registration and proceed the concerned Ref. No. to check comments and to clarify the make changes in application if advised by DO or upload documents/ revised documents if sought. |
| 11 | How FBO know about, if any action initiated on application? | FBO receive SMS &amp; Email at each &amp; every steps and further FBO can check status by filling application reference no. on website <a href="https://foodlicensing.fssai.gov.in">https://foodlicensing.fssai.gov.in</a> |</p>
<table>
<thead>
<tr>
<th></th>
<th>Question</th>
<th>Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td>12</td>
<td>How much time DO takes to scrutinize the application?</td>
<td>Time prescribed for scrutinization by DO is 15 days from final submission of application.</td>
</tr>
<tr>
<td>13</td>
<td>What does operating more than one state means?</td>
<td>If FBO has the food business's premises situated in two or more state.</td>
</tr>
<tr>
<td>14</td>
<td>How to know whether FBO coming under purview of central license/state license or registration?</td>
<td>FBO can check it on website <a href="https://foodlicensing.fssai.gov.in">https://foodlicensing.fssai.gov.in</a> or may refer the advisory dated 05.03.2012 related to issue of central/state license- clarification on jurisdiction.</td>
</tr>
<tr>
<td>15</td>
<td>How to apply for modification in license?</td>
<td>Login with your user credential and select apply for modification from the Tab modification and proceed the concerned license no. and select the reason for medication. Fee will be applicable only for modification in</td>
</tr>
</tbody>
</table>
information printed on license issued.
How to apply for renewal of license?

Login with your user credential and select **apply for renewal** from the Tab renewal and proceed the concerned license no.
Documents required applying for License/Registration?

Check the same on website https://foodlicensing.fssai.gov.in.
<table>
<thead>
<tr>
<th>Page</th>
<th>Question</th>
<th>Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td>18</td>
<td>How to check incomplete application or proceed the incomplete application?</td>
<td>Login with your user credential and select incomplete application in home page and search and proceed the concerned application from results.</td>
</tr>
<tr>
<td>19</td>
<td>If interrupted during process or forget to take print of Form B where can FBO get the same?</td>
<td>Login with your user credential and select incomplete application in home page and search and proceed the concerned application from results.</td>
</tr>
<tr>
<td>20</td>
<td>How much license transporter can take?</td>
<td>Transporter needs to take only one license, which will be valid for pan India.</td>
</tr>
<tr>
<td>21</td>
<td>Can expired license be renewed?</td>
<td>No</td>
</tr>
</tbody>
</table>
How to surrender license?

Login with your user credential and select surrender from the Tab surrender and proceed the concerned license no. Further need to send original license to the concerned DO office.
How to apply for change in nominee & person incharge of operations?

Login with your user credential and select 'apply for modification' from the Tab 'modification' and proceed the concerned license no. and select the reason for medication. Upload the revised documents of nominee and/or person incharge of operations along with revised Form IX (if change in nominee).

![Software interface with application details and license modification options]

- Name of Company/Organization: [Details]
- License No.: [Details]
- Address: [Details]
- Issue Date: [Details]
- Expiry Date: [Details]
- Kind of Business: [Details]

**License Modification**

- Kindly select the details you want to change:
  - Company Name
  - Registered Office Address Details
  - Kind of Business/Product/Quantity Details
  - Contact Details
  - Supporting Documents

- Proceed
- Cancel
FBO applying for import license but when FBO going for apply. System show IEC code is already registered then how FBO can apply for the import license?

There may be a chance that FBO has already use IE code during application and not completed the same application. Which can be check by Login with your user credential and select incomplete application in home page and search. If found either proceed or delete the application. If problem not resolved contact technical support team on 011-65705552/64672224 and licensing@fssai.gov.in
How to retrieve user credential if forgot?

Go on website https://foodlicensing.fssai.gov.in and click on forget User ID/Password and retrieve user credential by entering the User ID or Registered Email ID or Mobile Number or Application Reference No. or License No.
Can FBO apply for renewal without login credential?

Yes, there is a link of express renewal on website https://foodlicensing.fssai.gov.in
Where can FBO find the fees structure? There is a link of fee structure on website [https://foodlicensing.fssai.gov.in](https://foodlicensing.fssai.gov.in).
Flow chart to apply for License/Registration on FLRS

Go on website https://foodlicensing.fssai.gov.in for Food licensing & Registration system

Sign Up on Food licensing & Registration system

Login

Select tab “License/registration” on home page

Click on apply for license/Registration

Accept the undertaking

Select the state where your premise of food business situated

Fill the address of premise

Confirm yes if you have premises in more than one state otherwise select No.

Head Office/Registered office select yes otherwise select No.

If you have other food business from Head Office/Registered office select yes

Select Kind of business

Select installed capacity/turnover
Fill the details of premises other than Head

Select Kind of business

Select installed capacity/turnover

Fill the details of premises other than Head

Furnish products details

Furnish the details of registered office, Person in charge of operations, Person complying with condition of license (nominee) & contact details

Upload the documents

Pay fees online (central License)/physical (state license/Registration)

Print Form B

Signed the form B (by authorized signatory)

Upload Form B

Submit

Acknowledgement (having Reference No.)