

**Guidelines for submission of Online application for Food Safety License:**

1. Please read carefully and follow Simple Steps on Deptt. website [foodsafety.delhigovt.nic.in](http://foodsafety.delhigovt.nic.in) to submit online application in form "B" for Food Safety License in the link Food Licensing and Registration System (FLRS) available on website of FSSAI at [fssai.gov.in](http://fssai.gov.in).
2. Submit copies of all required documents ONLY "ELECTRONICALLY" including form "B" and, wherever applicable, also the affidavit of proprietorship and affidavit of FSMS Plan. The FBO need not submit the physical copy of form "B" or any other document in the Deptt. of Food Safety.
3. As per FSSAI directions dated 19.07.2013:
  - (i) Column no. 4 of Form "B" is applicable for manufacturers only. As per section 3 (1)(zd)- "manufacturer" means a person engaged in the business of manufacturing any article of food for sale and includes any person who obtains such articles from an other person and packs and labels it for such purposes.
  - (ii) In case of manufacturer, person mentioned at column no. 4 and 5 of form "B" shall be same.
  - (iii) In column no. 5, Name of Nominee, if appointed shall be mentioned.
4. In case of registered company, instead of submitting whole Memorandum of Association and Article of Association (MOA) only the copy of Certificate of Registration/ Incorporation under Companies Act, relevant pages of kind of business undertaken by the company, Responsibilities liabilities of directors and list of Directors as available in the MOA shall be submitted electronically
5. Separate license is to be obtained for each sales outlet. In case the FBO is having godowns for storage and vehicles for transfer of food article from its godown to its sales outlet , the details of such godown/registration no. of vehicles shall be added in the address column of Form "B" after entering the address of sales outlet. However in case the said vehicle is being used for transportation of food article of other FBOs also, then he need a separate "Transporter" license.
6. If an FBO like sweet shop is having its workshop at a different premises other than its sales outlet and the said workshop is meant only to prepare food to be sold at single sales outlet, then application can be made for single license while mentioning the address of workshop after the address of its sales outlet in Form "B".

7. License for manufacturing and processing unit will be issued after inspection of the unit whereas for units other than manufacturing and processing unit, license will be issued without pre-inspection.
8. The Deptt. being regulator/facilitator, license for FBOs will be generated on the basis of documents uploaded by the FBO presuming that the FBO has complied with the provisions of FSS Act/Rules/Regulations and other Acts/Rules/Regulations etc. as applicable. However, the department reserves the right to inspect site and scrutinize documents as per policy of the department.
9. Any information found incorrect/false at later stage may lead to suspension/cancellation of license and action as per provision of the FSS Act/Rules/Regulations.

  
22.01.2014

**(Sohan Singh Kanawat)**  
**Special Commissioner(Food Safety)**