

<https://foscos.fssai.gov.in/>

### State Licence Registration

- 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 Identity prop**
  - Passport, Pan Card, Aadhaar Card
- 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 Cooperative**
- 5. Form IX: Nomination of Person as per Clause 2.5 of FSS Rules, 2008 (Not applicable in case of Proprietor)**
- 6. Identity prop**
  - Passport
  - Pan Card
  - Aadhaar Card
- 7. Document Description**
  - Any Other Document
  - List of Milk Collection Centres
  - Water Test Reports
  - Vehicle RC
  - NOC of CGWA
  - NOC by Local Bodies
  - FSMS Plan / Recall Plan
  - For Manufacturers of Package Drinking water- Pesticide residues report of water.
  - BIS License/Application by Manufacturers of Packaged Drinking Water / Mineral Water
  - Professional Tax Payment Receipt
  - Medical Fitness of Food Handlers
  - Declaration of e-commerce under category 14
  - NOC From Manufacturer Repacker, Repackager
  - Self declaration for exporting FBO
  - NOC From Manufacturer Relabeller In case of extraction of ground water, NOC from CGWA as per FSSAI order dated 2nd Jan 2018.
  - Photographs of the unit (Entrance/Front facing end of the unit)

## Food Licence Document

### Option – 01

**List of Directors/ Partners/ Proprietor/ Executive member of Society/ Trust with full address and contact details with nomination of authorised signatory**

In case of company- List of Directors

In case of Partnership Firm- List of Partners

In case of individual- Proprietor

In case of Society/ Trust- List of Executive member of Society/ Trust

- The table particular containing asterisk mark are necessary. Rest of them are optional.
- The letterhead must contain name of the company/partnership firm/trust/society, address, contact details, corporate identification number etc.
- **Along with the nomination of Authorised Signatory**

### On the letterhead of Company,

#### List of Directors

(w.e.f.) Mention the date along with year DD/MM/YYYY format

Sr no.	Name and DIN*	Address	Contact no.*	Description*	ID Details	Date of appointment
1.	Mr/Mrs /Miss ..... DIN No (8 digit)	Address of Director	Official Contact no.	Managing Director/ Wholetime Director/ Independent Director	Details of Government authority issued Photo Id	DD/MM/YYYY
2.						
3.						
4.						
5.						

Signature of the authorised signatory

(Along with seal of the Company)

## Food Licence Document

### **In the letterhead of Partnership firm,**

#### **List of Partners**

( Mention the date along with year DD/MM/YYYY format)

Sl.no	Name of the partners*	Address	Contact no.*	Description*	ID Details*	Date of appointment
1.	Mr/Miss /Mrs.....	Address of the partners	Official Contact no.	Type of partner	Details of Government authority issued Photo Id	DD/MM/YYYY
2.						
3.						
4.						
5.						

Signature of the authorised signatory

(Along with seal of Partnership firm)

### **In the letterhead of Society/Trust**

#### **List of Members, Society/Trust**

(on.....)( Mention the date along with year DD/MM/YYYY format)

Sl. no	Name of the Director/ Executive members*	Address*	Contact no.*	ID Details	Date of appointment
1.	Mr/Miss /Mrs.....	Address of the partners	Official Contact no.	Details of Government authority issued Photo Id	DD/MM/YYYY
2.					
3.					
4.					

Signature of the authorised signatory

(Along with seal of Trust/Society)

## Food Licence Document

### Option – 02

- Passport, Pan Card, Aadhaar Card

### Option – 03

**Proof of possession of premises. (Sale deed/ Rent agreement/ Electricity bill, etc.)**

- This may include Electricity bill (only in case the premise is owned) or Sale deed/  
Lease deed/ Rent agreement or Lease agreement as the case maybe.
- In case of transportation business, the address of office can be considered as premise.
- A clear scanned document is required

### Option – 04

**Partnership deed/ Self Declaration for Proprietorship/ Memorandum and Articles of Association towards constitution of the firm/ Copy of Certificate obtained under Cooperative Societies Act 1861/ Multi State Cooperative Act 2002 in case of Cooperative.**

- For the Memorandum of Association, three pages need to be uploaded- Certification of incorporation (First page),  
Authorisation of Food Business activity (Second Page) and List of Directors with address (Third page).
- For self-declaration in case of the Proprietor, the format is given in the link  
[https://foscos.fssai.gov.in/assets/docs/AffidavitofProprietorship\\_27.pdf](https://foscos.fssai.gov.in/assets/docs/AffidavitofProprietorship_27.pdf)

## Food Licence Document

Option – 05

### FORM NO.IX

#### (Form of Nomination – Refer rule 2.5.1)

##### NOMINATION OF PERSONS BY A COMPANY

Being the proprietor or a signatory authorized by the board of directors of the company in terms of Rule 2.5.1 (2), I do hereby give notice that the following person(s) is/are nominated as the person(s) in charge of establishment, branch or the unit mentioned against the name of the person(s) and shall be responsible and liable for food safety or any contravention of the Act and rules/regulations or directions issued thereunder in respect of the concerned establishment/branch/unit. The person(s) shall take all such steps as may be necessary to prevent the commission by the Company of any offence under and comply with the provisions of Food Safety and Standards Act, 2006 and the Rules and Regulations made thereunder.

Branch wise/office wise nomination.

Establishment/branch/unit name	Name and Sign of Person i/c
1.	1.
2.	2.
3.	3.

A certified copy of the resolution of the board regarding the authorized signatory, dated \_\_\_\_\_ is enclosed.

Place: \_\_\_\_\_

For \_\_\_\_\_ Ltd./Private Ltd.

Date: \_\_\_\_\_

1. Authorized signatory of the company

Place:

Date:

## प्ररूप सं० 9

## ( नाम निर्देशन का प्ररूप-नियम 2.5.1 के प्रतिनिर्देश करें )

किसी कंपनी द्वारा व्यक्तियों का नाम निर्देशन

नियम 3.5.1(2) के निबंधनों के अनुसार कंपनी का स्वामित्वधारी या निदेशक बोर्ड द्वारा प्राधिकृत हस्ताक्षरकर्ता होने के कारण मैं सूचना देता हूँ कि निम्नलिखित व्यक्ति(यों) को व्यक्ति/व्यक्तियों के नाम के सामने वर्णित स्थापन, शाखा, यूनिट का भारसाधक व्यक्ति (यों) के रूप में नामनिर्देशित किया जाता है/ किए जाते हैं और संबद्ध स्थापन/शाखा/यूनिट की बाबत खाद्य सुरक्षा या अधिनियम और नियम/विनियमों या तद्धीन जारी किए गए निदेशों के किसी उल्लंघन के लिए उत्तरदायी और दायी होंगे।

व्यक्ति(यों) द्वारा वे सभी कदम उठाएंगे, जो खाद्य सुरक्षा और मानक अधिनियम, 2006 और तद्धीन बनाए गए नियमों और विनियमों के अधीन और उनके अनुपालन में किसी अपराध के कंपनी द्वारा किए जाने को रोकने के लिए आवश्यक हों।

शाखा वाद/कार्यालय वार नामनिर्देश।

स्थापन/शाखा/इकाई का नाम

भारसाधक व्यक्ति का नाम और हस्ताक्षर

1.

1.

2.

2.

3.

3.

प्राधिकृत हस्ताक्षरकर्ता के संबंध में बोर्ड के संकल्प की सत्यापित प्रति तारीख \_\_\_\_\_ संलग्न है।

स्थान \_\_\_\_\_

लिमिटेड/प्राइवेट लिमिटेड \_\_\_\_\_ के लिए

तारीख \_\_\_\_\_

1. कंपनी का प्राधिकृत हस्ताक्षरकर्ता

स्थान \_\_\_\_\_

<https://foscos.fssai.gov.in/public/required-document>