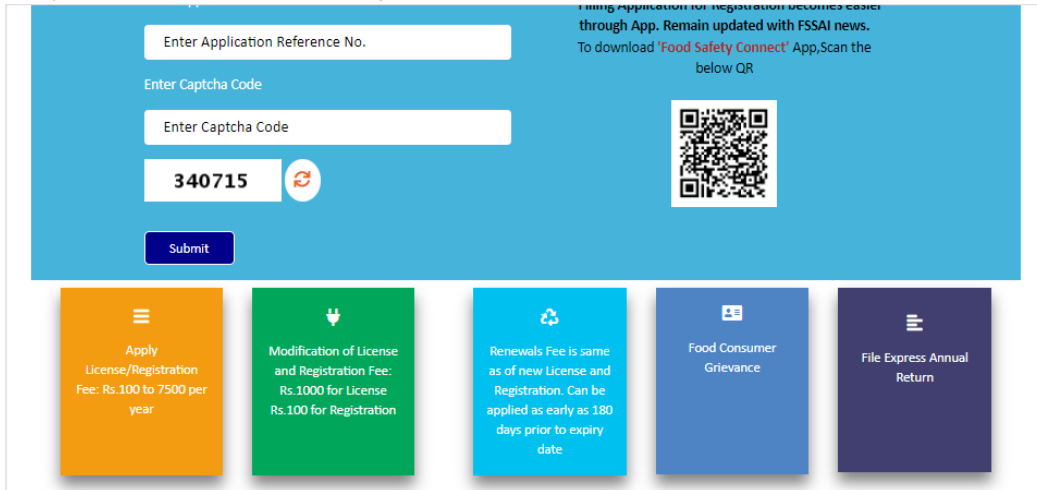
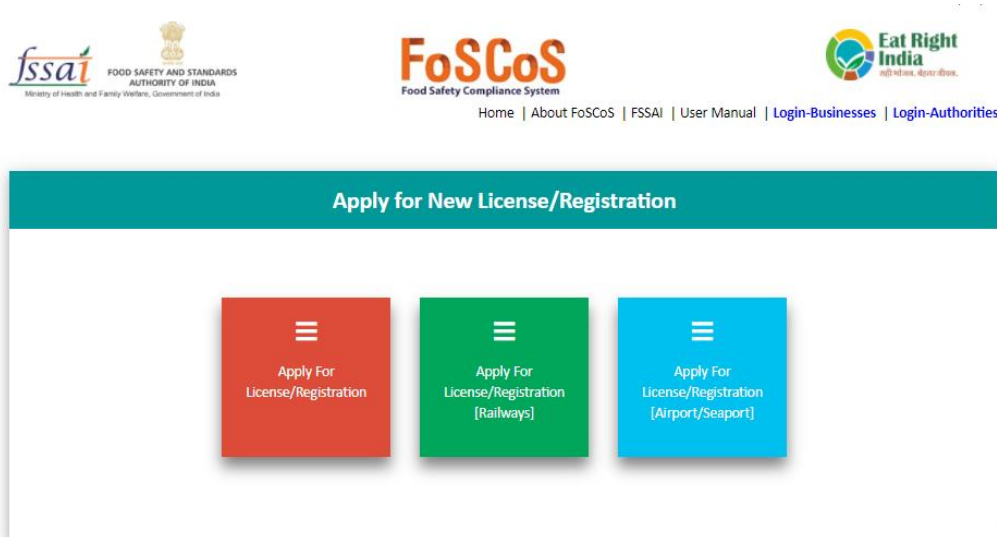


# How to apply for a registration certificate?

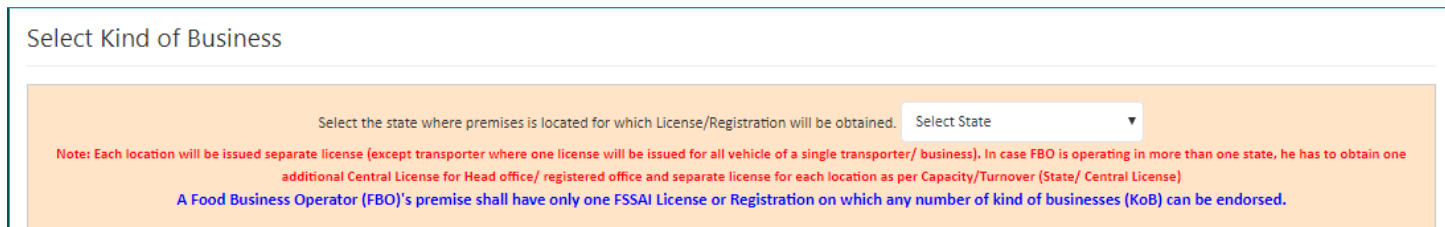
**Step 1:** User can login by clicking on box “Apply for License/Registration Fee: Rs.100 to 7500 per year” as shown in figure below:(yellow box)



**Step 2:** Select option as per user requirement.



**Step 3:** Select the State and Read the Note before proceeding.



**Step 4:** Read the Group Heads of Kind of Business.



**Step 5:** Click on Kind of Business under which the food business falls, user can read the definition of all Kind of Business under it and click on the radio button under it to proceed further.



If manufacturing/processing Dairy products, Vegetable Oil, Meat Products, Novel Food products and all food processing units including repackers.

Dairy units ⊖

Dairy processing means handling, processing, manufacturing, packing, storing, distribution & transportation of milk and milk products.

Upto 500 LPD of milk or upto 2.5 MT of milk solids per annum

Vegetable oil and processing units ⊕

Slaughtering units ⊕

Meat processing units ⊕

General Manufacturing ⊕

Clear Selected KOBs   Proceed   Cancel

## Step 6: Fill all the mandatory fields as shown in Form A.

### Fill Registration Certificate Details

**Form "A"**  
[See [Regulation 2.1.1](#) and [Regulation 2.1.7](#)]  
Application for Registration under Food Safety and Standards Act, 2006

#### Applicant Details

Name of Applicant / Company \*

Designation : \*  Individual  Partner  Proprietor  Co-operative society  Other(s)

#### Kind of Business

Dairy units  
 Other(s)

#### Address of Premises where food business is located

Address : \*  State : \*

District/Region/Zone : \*  Sub-Division/Station/Division (Railways) : \*

Village :  Pin Code : \*

Nearest Landmark :

Is your Correspondence Address same as Address of Premises?  Yes  No

#### Correspondence Address

Address : \*  State : \*

District/Region/Zone : \*  Sub-Division/Station/Division (Railways) : \*

Village :  Pin Code : \*

#### Contact Details

Tel No:  Mobile No: \* +91 -

Fax:  Email-ID:

[Note: In case the number(s) are a PP or common number(s), please specify the name of the contact person as well]

Contact Person : \*

#### Years you want to apply for

No. of years you want to apply for : \*  Years

#### Details of food items proposed to be manufactured or sold

Sl. No.	Name of the food category	Action
	<input type="text" value="Select"/>	<a href="#">Save &amp; Add</a>

#### Other Details

In case of business – intended date of start :

Source of Water Supply : \*  Public  Private  Other(s)  N/A

Whether any electric power is used in manufacturing of food items:  Yes  No

[Save & Next](#) [Cancel](#)

## Step 7: Upload the documents, pay the fee with available modes and submit the

application.

### Upload Document(s)/Payment

S.No.	Document Type	Upload Document(s) (Max File Size:2MB,type:pdf,jpeg,jpg,png)
1	Photo *	<input type="button" value="Choose File"/> No file chosen <input type="button" value="Upload"/>
2	Identity Proof * <input type="text" value="Select Identity Types"/>	<input type="button" value="Choose File"/> No file chosen <input type="button" value="Upload"/>

### Other Document

Sl. No.	Document Description	Upload Document(s) (Max File Size:2MB,type:pdf,jpeg,jpg,png)
	<input type="text"/> (e.g. Proof of premise,NOC by Municipality/Panchayat,Health NOC,etc. )	<input type="button" value="Choose File"/> No file chosen <input type="button" value="Upload"/>

Razorpay  Treasury Challan

Total Amount: Rs. 100

I declare that –

- I have read,understood and shall abide all provisions of FSS Act,2006 and Rules, Regulations made therein and orders issued from time to time applicable to declared food business.
- I assure that articles of food mentioned in form satisfy the requirements of FSS Act 2006, Rules and Regulations made thereunder.
- I shall comply with the general hygiene and sanitary requirements as mentioned in the Schedule 4 of the FSS (Licensing and Registration of Food Businesses) Regulations, 2011.
- Expected Annual turnover of the food business is under Rs.12 Lacs. I will apply for License as and when annual turnover of food businesses exceeds Rs. 12 Lacs.

I do hereby solemnly affirm and declare that all information and particulars furnished here by me are true and correct to the best of my knowledge.

**Step 8:** After successfully completing the payment, a receipt will be generated with a 17-digit reference number which can be used for future reference.

### Application Receipt



**Directorate of Food and Drugs Administration**  
**(Govt. of Goa)**  
**Licensing and Registration System V3.0**



**Receipt**

<b>Reference No :</b>	3200123100000771	<b>Date :</b> 23-01-2020
<b>Name of Company/Organization :</b>	qqqqqqqqqq	
<b>Premises Address :</b>	qqqqqq, North Goa, Goa-111111	
<b>Kind of Business :</b>	Dairy units	
<b>Category of License :</b>	Registration	
<b>Fee Paid :</b>	Rs 200 (2 Year(s))	

Note: FSSAI does not contact applicants over telephone for License/Registration. Queries relating to License/Registration are only raised online. License related complaints may be reported at helpdesk - 1800112100 and licensing@fssai.gov.in.

[View/Print License Application](#)

**Step 9:** User can track the status of application through the Homepage i.e. foodlicensing.fssai.gov.in by using the reference number.

The screenshot displays the FoSCoS (Food Safety Compliance System) homepage. At the top, there are logos for FSSAI (Food Safety and Standards Authority of India), FoSCoS, and Eat Right India. A navigation bar includes links for Home, About FoSCoS, FSSAI, User Manual, Login, and Sign Up. Below the navigation bar, there are two search bars: 'Standardized Food Products' and 'Eligibility of your food business'. A central menu highlights 'Track Application Status' in a yellow box. Below the menu, there are two input fields: 'Enter Application Reference No.' and 'Enter Captcha Code'. The captcha code shown is '556984'. A 'Submit' button is located below the input fields. At the bottom of the page, there is a video player showing a group of people receiving certificates.

User can track application status from