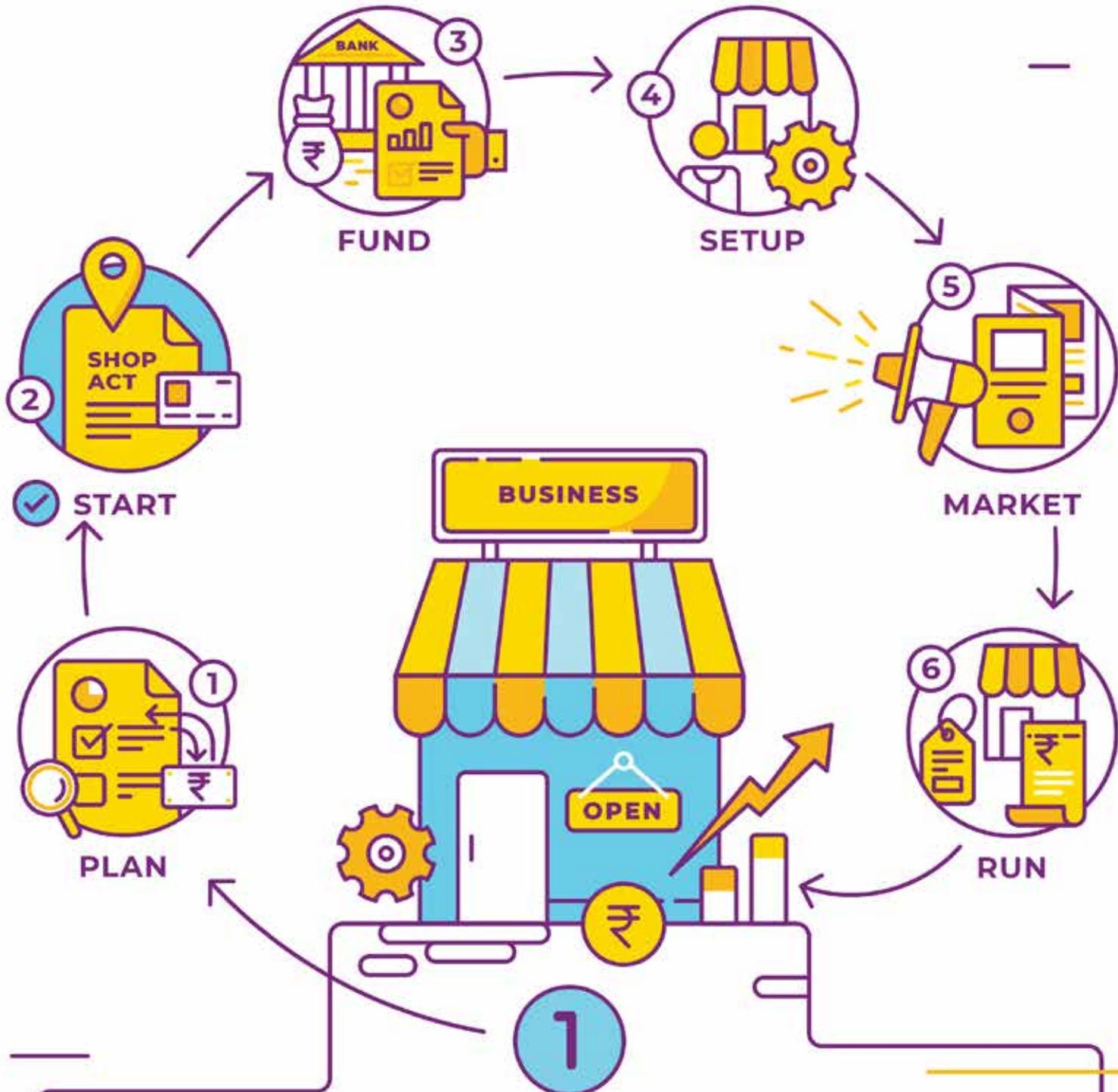


FSSAI DOCUMENT CHECKLIST



FSSAI REGISTRATION

Food Safety and Standards Authority of India (FSSAI) is an autonomous body established under the Ministry of Health & Family Welfare, Government of India. FSSAI is responsible for protecting and promoting public health through the regulation and supervision of food safety.

Generating E-challan (For Maharashtra only):

(This is the process for applying online, if you need deAsra's assistance, please give a call on the number given in the header)

- Before starting with the registration process the applicant will have to fill the online challan available on following website:
https://gras.mahakosh.gov.in/echallan/challan/views/frmDeptechnallan_entry.php
(Link only for Maharashtra)
- Select Revenue option.

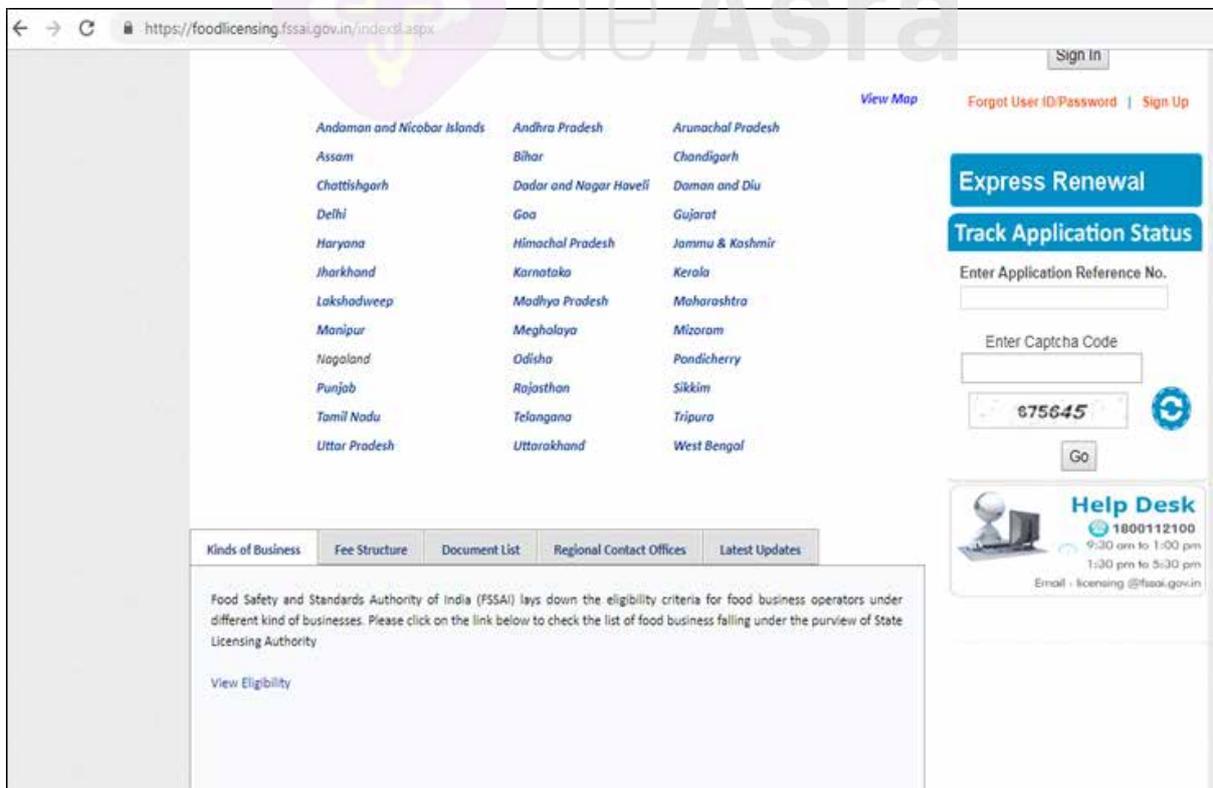


- Select the following details:
 1. Department name i.e. Food and Drugs Administration;
 2. Payment type i.e. Food registration or Food License;
 3. District;
 4. Office Name, dropdown will be given according to the selected district;
 5. Scheme name i.e. Receipts under Food and Drugs Act;
 6. Period year, and duration i.e. Annual, Half yearly, Monthly etc;
 7. Form ID i.e. For Form A
- The applicant will have to enter the payment amount i.e. Rs. 100/-, bank details, applicants details and payments details.
- The applicant will have to select mode of payment i.e. e-payment or payment across bank counter.
- On payment applicant will receive GRN.

- The process needs to be completed within 7 days from the date of receipt of GRN, if not then the applicant will have to again make payment and generate GRN and continue the process.

Payment procedure for states other than Maharashtra:

- The FSSAI website (<https://foodlicensing.fssai.gov.in/index.aspx>) guides the user on how and where to make payment for FSSAI registration.
- The user will have to click on the <https://foodlicensing.fssai.gov.in/indexsl.aspx> link. Then a webpage will display a list of states.
- User to click the respective state and click “Payment mode” for details of acceptable payment modes i.e. online payment, payment by cash etc.
- If the details are insufficient, user can click on the “State Contact office” option, this will display the address and number of the office, wherein the user can contact for more details on payment modes.
- Following is the screenshot of the page:



The screenshot shows the FSSAI website interface. At the top, there is a navigation bar with a "Sign In" button and links for "Forgot User ID/Password" and "Sign Up". Below this is a "View Map" link. The main content area features a grid of state names for selection:

Andaman and Nicobar Islands	Andhra Pradesh	Arunachal Pradesh
Assam	Bihar	Chandigarh
Chattishgarh	Dadar and Nagar Haveli	Daman and Diu
Delhi	Goa	Gujarat
Haryana	Himachal Pradesh	Jammu & Kashmir
Jharkhand	Karnataka	Kerala
Lakshadweep	Madhya Pradesh	Maharashtra
Manipur	Meghalaya	Mizoram
Nagaland	Odisha	Pondicherry
Punjab	Rajasthan	Sikkim
Tamil Nadu	Telangana	Tripura
Uttar Pradesh	Uttarakhand	West Bengal

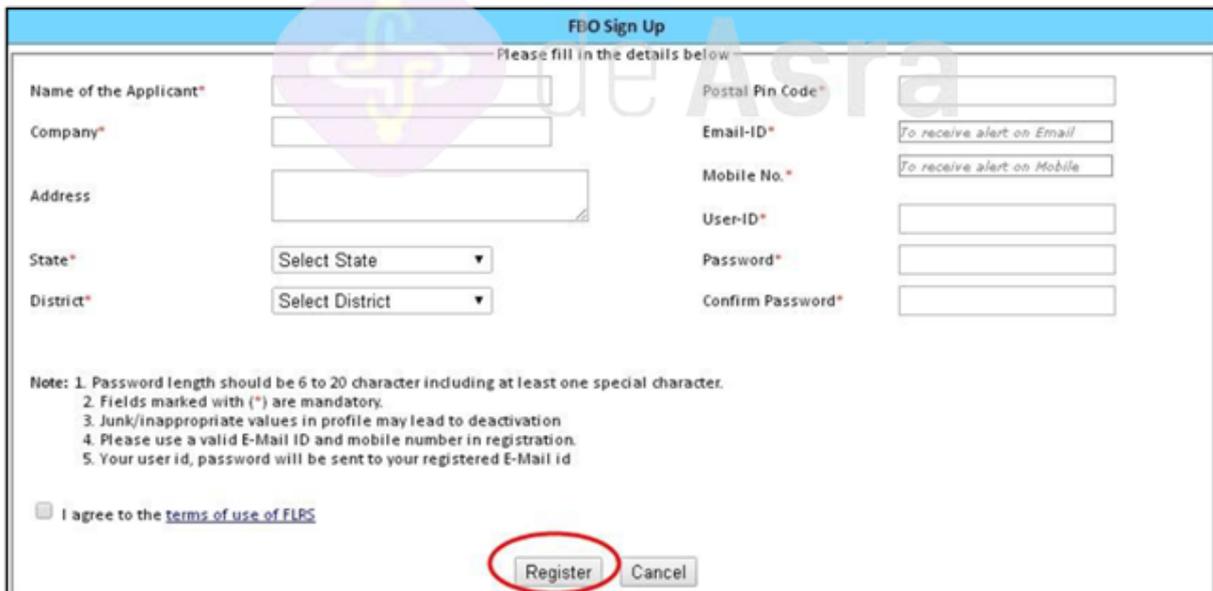
Below the state list, there are tabs for "Kinds of Business", "Fee Structure", "Document List", "Regional Contact Offices", and "Latest Updates". A text box under "Regional Contact Offices" provides information about the FSSAI and a link to "View Eligibility".

On the right side of the page, there is a "Sign In" button, a "Forgot User ID/Password" link, and a "Sign Up" link. Below these are buttons for "Express Renewal" and "Track Application Status". A form for tracking an application includes fields for "Enter Application Reference No.", "Enter Captcha Code", and a "Go" button. A "Help Desk" section provides contact information: 1800112100, 9:30 am to 1:00 pm, 1:30 pm to 5:30 pm, and Email: licensing@fssai.gov.in.

Payment procedure for states other than Maharashtra:

Step 1 – Register as new user:

- Open <https://foodlicensing.fssai.gov.in/PreCheck/Declaration.aspx?ReqID=99887766> website.
- For signing up as new user the applicant will have to fill in the following basic details:
 1. Name,
 2. Address,
 3. State,
 4. District,
 5. Email id,
 6. Mobile number
 7. User id,
 8. Password containing 6 to 20 characters including at least one special character.



FBO Sign Up
Please fill in the details below

Name of the Applicant*	<input type="text"/>	Postal Pin Code*	<input type="text"/>
Company*	<input type="text"/>	Email-ID*	<input type="text" value="To receive alert on Email"/>
Address	<input type="text"/>	Mobile No.*	<input type="text" value="To receive alert on Mobile"/>
State*	Select State ▼	User-ID*	<input type="text"/>
District*	Select District ▼	Password*	<input type="text"/>
		Confirm Password*	<input type="text"/>

Note: 1. Password length should be 6 to 20 character including at least one special character.
2. Fields marked with (*) are mandatory.
3. Junk/inappropriate values in profile may lead to deactivation
4. Please use a valid E-Mail ID and mobile number in registration.
5. Your user id, password will be sent to your registered E-Mail id

I agree to the [terms of use of FBO](#)

The new User Id is valid for 30 days and hence the applicant will have to complete the registration/ Licensing process within those 30 days or else the User Id gets automatically disabled.

Step 2 - Login to FSSAI site with newly created login details.

On logging in with FSSAI website the following page will be displayed

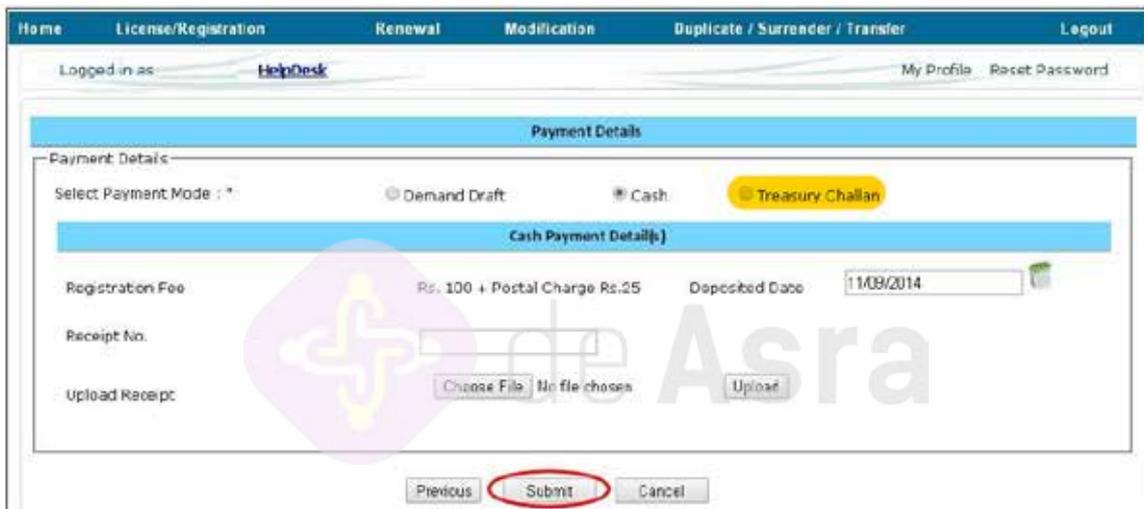


Step 3 – Apply for Registration

- Click “Apply for Registration”
- Select State of Premises for which “Registration” is being applied from the drop down.
- Click on Proceed.
- Based on the selected business and turnover the applicant will be directed to fill Form A i.e. for FSSAI Registration.
- The applicant will have to fill in following details:
 1. Basic details like name of the applicant, designation, contact details and kind of business,
 2. Address of the premises where the food business is located,
- The Kind of Business selected in the first page will be automatically selected. If the applicant wants to add more business types they can select any other Kind of Business.
- Add details of food items proposed to be manufactured or sold from the dropdown list (as shown in the fig. below) :-

Details of food items proposed to be manufactured or sold		
Sl. No.	Name of the food category	Action
	-Select-	Save & Add

- Submit the required documents.
- To submit the documents electronically click on 'Choose File' and select the file from your system and click on 'Upload'
- On attaching the required document's, the applicant will have to click 'submit' button for online filing of form
- Once the applicant selects the payment gateway it would redirect to the page for making final submission.
- Select Treasury challan and enter GRN number.



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

Logged in as: [HelpDesk](#) My Profile Reset Password

Payment Details

Payment Details

Select Payment Mode : * Demand Draft Cash Treasury Challan

Cash Payment Details

Registration Fee Rs. 100 + Postal Charge Rs.25 Deposited Date 11/09/2014

Receipt No.

Upload Receipt No file chosen

- On submission of the application the receipt would be generated, Click on "View Application" to take print out of Application (Form -A).



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

Logged in as: [HelpDesk](#) My Profile || Reset Password

Food Safety and Standards Authority of India
(Govt. of Himachal)

Receipt

Reference Number	3014091175302057	Application Date	11/09/2014
Name of Applicant	TEST		
Premises Address	TEST A		
Kind of Business	Petty Retailer of snacks/tea shops		
Category of License	REGISTRATION		
Fee Paid	Rs. 100(L Year(s)) + Postal Charge Rs 25		

Note: you are requested to submit the documents physically within 15 days to concern office.



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Step 4 – FSSAI Registration Certificate:

- Approximately within 7 days from the submission of the form the applicant will receive a status whether the form has been accepted or rejected
- In case the form is rejected the applicant will receive a written communication from the Registration Authority stating the reasons of rejection and will be asked to either give certain clarification or submit additional documents
- Within 40 - 45 days of submission of the form the applicant the Registration Authority will grant registration.

List of documents for FSSAI Registration Certificate:

1. Identity Proof - Voter ID Card, PAN Card, Driving License, Passport, Aadhar Card, Senior Citizen Card, ID issued by Government department.
2. NOC of the regional Municipal office,
3. Declaration stating that the food business proposed to be conducted shall conform to the Food Safety and Standards Act, Regulation and all applicable bye-laws,
4. Scan copy of photograph of the applicant
5. Scan copy of the signature of the applicant.

Turn Around Time (TAT):

It takes approx. 40-45 days to receive the FSSAI Registration Certificate.

Candidate has to follow up with the department, but in addition to it UM will also keep a check on the status of Registration certificate.

Deliverables:

FSSAI Registration certificate.



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Good Luck For Your Business.



deAsra Foundation

Address : C/o Persistent Systems Ltd. 402, Bhageerath,
Senapati Bapat Road, Near ICC Tech Park, Pune 411 016

Contact : +91 86699 85599

E-mail : team@deasra.co.in