

Documents for State License

New License

Conversion

Renewal of License

Modification of License

Documents to be enclosed for New Application for License to State Licensing Authority

1. Form-B Duly completed and signed (In Duplicate) by the Proprietor/Partner or the Authorized Signatory
2. Blueprint/layout plan of the processing unit showing the dimensions in metres/square metres and operation-wise area allocation (mandatory for manufacturing and processing units only)
3. List of Directors/Partners/Proprietor/Executive Members of Society/Trust with full address and contact details (mandatory for companies only)
4. Name and List of Equipments and Machinery along with the number, installed capacity and horse power used (mandatory for manufacturing and processing units only)
5. Photo I.D and address proof issued by Government authority of Proprietor/Partner/Director(s)/Authorised Signatory
6. List of food category desired to be manufactured. (In case of manufacturers)
7. Authority letter with name and address of responsible person nominated by the manufacturer along with alternative responsible person indicating the powers vested with them viz assisting the officers in inspections, collection of samples, packing & dispatch. (for manufacturers / processors)
8. Analysis report (Chemical & Bacteriological) of water to be used as ingredient in food from a recognized/ public health laboratory to confirm the portability (mandatory only for manufacturing and processing units only)
9. Proof of possession of premises. (Sale deed/ Rent agreement/ Electricity bill, etc.) (optional)

10. Partnership Deed/Affidavit of Proprietorship /Memorandum & Articles of Association towards the constitution of the firm. (optional) – For MoA - Three pages need to be uploaded (First page - Certification of incorporation, Second page - Authorization of food business activity and Third page - list of directors with addresses)
11. Copy of certificate obtained under Coop Act - 1861/Multi State Coop Act - 2002 in case of Cooperatives
12. NOC & Copy of License from manufacturer (mandatory for relabellers and repackers only)
13. Food Safety Management System plan or certificate (if any)
14. Source of milk or procurement plan for milk including location of milk collection centres etc. in case of Milk and Milk Products processing units.(wherever applicable)
15. Source of raw material for meat and meat processing plants. (wherever applicable)
16. Pesticide residues report of water in case of units manufacturing packaged drinking water, packaged Mineral water and/or carbonated water from a recognised/ public health laboratory
17. Recall plan wherever applicable, with details on whom the product is distributed
18. NOCs from Municipality or local body
19. Form IX: Nomination of Persons by a Company alongwith the Board Resolution
20. Certificate provided by Ministry of Tourism (HRACC). (Mandatory for Hotel Only)
21. For Transporters-Supporting documentary proof for Turnover or self declaration of number of vehicles. (Mandatory for Transporter Only)
22. Declaration form (In Case of Delhi & Himachal Pradesh)
23. Photography of manufacturing unit

Documents to be included for Transfer of License given under other existing laws prior to these Regulations

1. Form-B Duly completed and signed (In Duplicate) by the Proprietor/Partner or the Authorized Signatory
2. Any change in documents or information provided during grant of previous license. (mandatory)[on letter head].
3. Certificate or Plan of Food Safety Management System being adopted (for units under Central Licensing it has to be a certificate from accredited agencies) or Affidavit
4. List of workers with their medical fitness certificates. (These may be available with the units and be shown at the time of inspection)
5. Name, qualification and details of technical personnel in charge of operation. (mandatory for manufacturing & processing units)
6. Form IX: Nomination of Persons by a Company alongwith the Board Resolution
7. Declaration form (In Case of Delhi & Himachal Pradesh)

Documents to be included for Renewal of License

1. Form-B Duly completed and signed (In Duplicate) by the Proprietor/Partner or the Authorized Signatory
2. Annual audit report/FSMS Plan/Certificate/Self Declaration regarding FSMS
3. Form IX: Nomination of Persons by a Company alongwith the Board Resolution
4. Declaration form (In Case of Delhi & Himachal Pradesh)

Documents to be included for Modification of License

1. Form-B Duly completed and signed (In Duplicate) by the Proprietor/Partner or the Authorized Signatory
2. Any change in documents or information provided during grant of previous license. (mandatory) [on letter head].
3. Certificate or Plan of Food Safety Management System being adopted (for units under Central Licensing it has to be a certificate from accredited agencies) or Affidavit
4. Name, qualification and details of technical personnel in charge of operation. (mandatory for manufacturing & processing units)
5. Proof of change of Name [In case of Companies, copy of COI from ROC and in case of Partnership, a copy of the new partnership deed and in Proprietorship, a letter of undertaking from the proprietor]
6. Form IX: Nomination of Persons by a Company alongwith the Board Resolution
7. Blueprint/layout plan of the processing unit showing the dimensions in metres/square metres and operation-wise area allocation (mandatory for manufacturing and processing units only)
8. List of Directors/Partners/Proprietor/Executive Members of Society/Trust with full address and contact details (mandatory for companies only)
9. Name and List of Equipments and Machinery along with the number, installed capacity and horse power used (mandatory for manufacturing and processing units only)
10. Photo I.D and address proof issued by Government authority of Proprietor/Partner/Director(s)/Authorised Signatory. (optional)
11. List of food category desired to be manufactured. (In case of manufacturers)
12. Authority letter with name and address of responsible person nominated by the manufacturer along with alternative responsible person indicating the powers vested with them viz assisting the officers in inspections, collection of samples, packing & dispatch. (for manufacturers / processors)
13. Analysis report (Chemical & Bacteriological) of water to be used as ingredient in food from a recognized/ public health laboratory to

confirm the portability (mandatory only for manufacturing and processing units only)

14. Partnership Deed/Affidavit of Proprietorship /Memorandum & Articles of Association towards the constitution of the firm. (optional)
– For MoA - Three pages need to be uploaded (First page - Certification of incorporation, Second page - Authorization of food business activity and Third page - list of directors with addresses)
15. Copy of certificate obtained under Coop Act - 1861/Multi State Coop Act - 2002 in case of Cooperatives. (wherever applicable)
16. NOC & Copy of License from manufacturer (mandatory for relabellers and repackers only)
17. Source of milk or procurement plan for milk including location of milk collection centres etc. in case of Milk and Milk Products processing units.(wherever applicable)
18. Source of raw material for meat and meat processing plants. (wherever applicable)
19. Pesticide residues report of water in case of units manufacturing packaged drinking water, packaged Mineral water and/or carbonated water from a recognised/ public health laboratory
20. Declaration form (In Case of Delhi & Himachal Pradesh)