

## L I C E N S E

**LICENSE UNDER FOOD SAFETY AND STANDARDS ACT, 2006/ FOOD SAFETY & STANDARDS (LICENSING AND REGISTRATION OF FOOD BUSINESSES) REGULATION, 2011. FOR DETAIL INFORMATION LOG IN TO THE WEBSITE OF FOOD SAFETY & STANDARDS AUTHORITY OF INDIA, NEW DELHI**

**[www.fssai.gov.in/](http://www.fssai.gov.in/) [www.foodlicensing.fssai.gov.in](http://www.foodlicensing.fssai.gov.in/)**

Sl. No.	Approvals/ Renewals	Category	List of documents to be submitted	Time Line for approval	Application Fees
1.	License under FSS Act, 2006	Pre-Establishment	Nil	Nil	Nil
2.	Application in Form –B under Schedule 2	<b>Pre- Operation</b>	<p>Application to be uploaded in On-line Food Licensing &amp; Registration System in <b>FORM-B</b> in the website: <b><a href="http://www.foodlicensing.fssai.gov.in">www.foodlicensing.fssai.gov.in</a></b></p> <p>1) Form–B (<b>Annexure – “A”</b>) duly filled and signed accompanied by self attested declaration in the format (<b>Annexure – “B”</b>)</p> <p>2) Blueprint /Layout plan of the processing unit</p> <p>3) List of Directors with full address and contact details.</p> <p>4) Name and lists of equipments and Machinery alongwith the number, install capacity and Horse power used.</p> <p>5) Photo I.D and address proof issued by Government authority of Proprietor/Partner/Director(s)/Authorised Signatory</p> <p>6) List of food category desired to be manufactured</p> <p>7) Authority letter with name and address of responsible person nominated by the manufacturer.</p>	<p>A license shall, subject to the provisions of these FSS Regulations, be issued by the concerned Licensing Authority within a period of 60 days from the date of issue of an application ID number. License shall be issued in <b>Format</b> under Schedule 2 of these Regulations, a true copy of which shall be displayed at a prominent place at all times within the premises</p>	<p><b>FEES GRANT/RENEWAL OF LICENSE PER ANNUM IN RUPEES</b></p> <p>1. Fees for License issued by State Licensing Authority:</p> <p>2. Manufacturer /Miller</p> <p>(i) Above 1MT per day Production or 10,001 to 50,000 LPD of milk or 501 to 2500 MT of milk solids per annum : <b>Rs. 5000/-</b></p> <p>(ii) Below 1 MT of Production or 501 to 10,000 LPD of milk or 2.5 MT to 500 MT of milk solids per annum: <b>Rs.3000/-</b></p> <p>3. Hotels -3 Star and above (upto 4 Star : <b>Rs. 5000/-</b> All Food Service providers including restaurants/boarding houses, clubs etc. serving food, Canteens (Schools, Colleges, Office, Institutions), Caterers, Banquet halls with food catering arrangements, food vendors like dabba wallas etc: <b>Rs.2000/-</b></p>

		<p>8) Analysis report (Chemical &amp; Bacteriological) of water to be used as ingredient in food from a recognized/ public health laboratory</p> <p>9) Proof of possession of premises. (Sale deed/ Rent agreement/ Electricity bill, etc.)</p> <p>10) Partnership Deed/ Affidavit/ od Proprietor <b>(Annexure-“C”)</b></p> <p>11) Copy of certificate obtained under Coop Act - 1861/Multi State Coop Act - 2002 in case of Cooperatives.</p> <p>12) NOC from manufacturer in case of Re-labelers <b>(Annexure-“D”)</b></p> <p>13) Food Safety Management System plan or certificate if any <b>(Annexure-“E”)</b></p> <p>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.</p> <p>15) Source of raw material for meat and meat processing plants.</p> <p>16) Pesticides residue report of water to be used as ingredient in case of units manufacturing drinking water, packaged mineral water and/ or carbonated water from a recognised/ public health laboratory indicating the name of authorised representative of laboratory who collected the sample and date of collecting sample, including source of raw water and treatment plan.</p>		<p>4. Any other Food Business Operator: <b>Rs.2000/-</b></p> <p><b>The fees paid by any applicant for a license shall not be refundable under any circumstances.</b></p>
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		<b>Eligibility for grant of License</b>	<ol style="list-style-type: none"> <li>1. Food Business Operator whose total turnover is above Rs. 12 lakhs to 30 crores annually.</li> <li>2. Production install capacity below 2 MT per day</li> <li>3. Hotel upto 4 Star</li> <li>4. Business operating in a single State</li> <li>5. All Food Service Providers including restaurants/boarding houses, clubs etc. serving food, Canteens (Schools, Colleges, Office, Institutions), Caterers, Banquet halls with food catering arrangements, food vendors like dabba</li> </ol>		

			wallas etc 6. All food manufacturing units 7. Packaging units 8. Slaughter houses equipped to slaughter less than 50 large animals or 150 small animal or 1000 poultry birds. 9. Dairy unit equipped to handle or process less than 50,000 litres of liquid milk/day.		
		<b>Mode of payment of application fee</b>	<b>1.</b> A fee payable under these regulations shall be paid by Treasury Challan under Head of Account <b>"0210-Medical &amp; Public Health-04-Public Health-105"</b>		
		Post Commencement	Condition for license ( <b>Annexure –"H"</b> )		
3.	Submission of Return (Regulation 2.1.13 of FSS (Licensing and Registrations of Food Businesses) Regulations, 2011	<b>Annual Return</b>	'Form D-1' ( <b>Annexure –"I"</b> )	Every licensee shall on or before 31st May of each year, submit a return electronically or physical in <b>Form: D-1</b> to the concerned Designated Officer	Any delay in filing return beyond 31st May of each year shall attract a penalty of Rs 100 per day of delay.
		<b>Half yearly Return</b>	'Form D-2' ( <b>Annexure –"J"</b> )	Every licensee engaged in manufacturing of milk and/or milk products shall file half yearly returns for the periods 1st	

				April to 30th September and 1st October to 31st March of every financial year in <b>Form:D-2</b> to the concerned Designated Officer	
		<b>Modifications , Expansion or changes in premise(s) after grant of license or registration Regulation 2.1.9 of FSS (Licensing and Registration of Food Businesses) Regulations, 2011.</b>	<p>Any modifications or additions or changes in product category, layout, expansion, closure, or any other material information based on which the license was granted and such information shall be conveyed before the changes occur. Provided that any change that alters the information contained in the license certificate shall require an approval or endorsement in license prior to start of business with such changes.</p> <p>The Food Business Operator shall submit the original license to the Licensing Authority along with required fee. The licensing Authority may approve and issue an amended license incorporating such changes in activities within 30 days from the date of receipt of such information. The Registering or Licensing Authority shall take into account the feasibility of carrying on the business and the legal and other relevant aspects of the desired modifications or additions or changes in</p>		

			activities and, if required, may order an inspection of the premises before granting the approval.		
4.	Application in Form –B	<b>Renewal of license</b>	<ul style="list-style-type: none"> <li>2. Form 'B' duly filled and signed</li> <li>3. Annual Turnover of Business.</li> <li>4. Certificate or Plan of Food Safety Management System.</li> <li>5. List of worker with Medical Fitness Certificate.</li> <li>6. Name, qualification and details of technical personnel in charge of operation.</li> <li>7. Prescribed Fees in Treasury Challan</li> </ul>	Not later than 30 days prior to the expiry date indicated in the license.	Fee structure same as above

- N.B:**
1. Designated Officer has been notified as the Licensing Authority by the Commissioner of Food Safety, Assam under the provisions of FSS Act, 2006 for the purpose of registration of Food Business Operators for the concerned district.
  2. Licenses are being issued by the Licensing Authority in the office of the Joint Director of Health Services of the respective districts