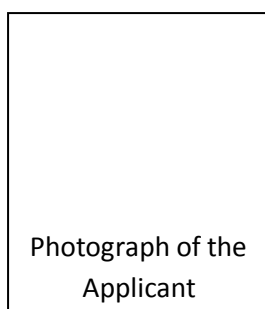


Form 'A'

Application for Registration / Renewal of Registration under Food Safety and Standards Act, 2006

Kind of business:

- ☐ Permanent/Temporary Stall holder
- ☐ Hawker (Itinerant / Mobile food vendor)
- ☐ Home based canteens/dabba wallas
- ☐ Petty Retailer of snacks/tea shops
- ☐ Manufacturer/Processor
- ☐ Re Packer
- ☐ Food stalls/arrangements in Religious gatherings, fairs etc
- ☐ Milk producers (who are not member of dairy co operative society)/ milk vendor
- ☐ Dhaba
- ☐ Fish/meat/poultry shop/seller
- ☐ Other(s), please specify:_____



(a).Name of the Applicant/Company: -

(b).Designation:

- ☐ Individual
- ☐ Partner
- ☐ Proprietor
- ☐ Secretary of dairy co-operative society.
- ☐ Others (Please specify)

(c).Proof of Identity of applicant: _____

[Note: Please submit a copy of photo ID like Driving License, Passport, Ration Card or Election ID card]

(d).Correspondence address:

Tel No:_____Mobile No.:_____

Fax No.:_____Email:_____

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

(e).Area or Location where food business is to be conducted/Address of the premises:

(f).Description of the food items proposed to be Manufactured or sold:

S.No.	Name of Food category	Quantity in Kg per day or M.T. per annum

Please attach separate sheet if required

(g).Total Annual turnover from the food business, if existing, alongwith any supporting document(s) showing proof of income (**In case of renewal*):

(h) In case of new business - intended date of start:_____

(i) In case of seasonal business, state the opening and closing period of the year:_____

(j) Source of water supply:

☐ Public supply ☐ Private supply ☐ Any other source

(k) Whether any electric power is used in manufacture of the food items:

☐ Yes

☐ No

If yes, please state the exact HP used or sanctioned Electricity load:

(l) I/We have forwarded a sum of Rs.....towards registration fees according to the provision of the Food Safety and Standards (Licensing and Registration) Regulations, 2011 vide:

- ☐ Demand Draft no. (payable to -----)
- ☐ Cash

(Signature of the Applicant)

Form 'B'

[See Regulation 2.1.2, Regulation 2.1.3 and Regulation 2.1.7]

**Application for License / Renewal of license except importing under
Food Safety and Standards Act, 2006**

Kind of business (Please tick more than one, if applicable):

- ☐ Manufacturing/Processing including sorting, grading etc.
- ☐ Milk Collection/chilling
- ☐ Slaughter House
- ☐ Solvent extracting unit
- ☐ Solvent extracting plant equipped with pre cleaning of oil seeds or pre expelling of oil.
- ☐ Solvent extracting and oil refining plant.
- ☐ Packaging
- ☐ Relabeling (manufactured by third party under own packing and labeling)
- ☐ Storage/Warehouse/Cold Storage
- ☐ Retail Trade
- ☐ Wholesale Trade
- ☐ Distributor/Supplier
- ☐ Transporter of food
- ☐ Catering
- ☐ Dhabha or any other food vending establishment
- ☐ Club /canteen
- ☐ Hotel
- ☐ Restaurant
- ☐ Other(s), please specify:_____

1. Name of the Company/Organization:

2. Registered Office Address:

3. Address of Premise for which license is being applied

4. Name and/or designation, qualification and address of technically qualified person in charge of operations as required under Regulation

Name:

Qualification:

Address:

Telephone Number(s):

Mobile no:

Email:

Photo Identity card no and expiry date

5. Name and/or designation, address and contact details of person responsible for complying with conditions of license (if different from 4 Above):

Name:

Address:

Telephone Number(s):

Mobile no

Email:

Photo Identity card no and expiry date

6. Correspondence address (if different from 3 above)

7. TelNo.:_____ Mobile No.:_____

Fax No:_____ Email:_____

8. Food items proposed to be manufactured:

S.No.	Name of Food Item	Quantity in Kg per day or M.T. per annum

If required attach separate sheet

If already having valid license- mention annual quantity of each food category manufactured during last three years

9. Installed Capacity food product wise (per day)_____

10. For Dairy units

(i) Location and installed capacity of Milk Chilling Centers (MCC) / Bulk Milk Cooling Centers (BMCs)/ Milk Processing Unit/ Milk Packaging Unit in litres owned or managed by the applicant.

S.No.	Name and address of MCC/BMC	Installed Capacity

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If required attach separate sheet

(ii) Average Quantity of milk per day to be used/handled in

a. in lean season_____

b. in flush season_____

(iii) Milk products to be manufactured and their manufacturing capacity (tones/year)

1).....

2).....

3).....

11. For Solvent –Extracted Oil, De oiled meal and Edible Flour:

(i) Details of proposed business

Name of Oil bearing material	From seed or nut or cake	Solvent –Extracted Oil, De oiled meal and Edible Flour						Vegetable Oil
		Crude	Neutralized	Neutralized & Bleached	Refined	De oiled meal	Edible Flour	

If already having valid license- mention annual quantity of each product manufactured during last three years

ii) Name and address of factory or factories used by the miller or solvent extractor for processing oil bearing material produced or procured by him or for refining solvent extracted Oil produced by him.

12. Sanctioned electricity load or HP to be used -

13. Whether unit is equipped with an analytical laboratory

If yes the details thereof: -

14. In case of renewal or transfer of license granted under other laws as per proviso to Regulation 5(1) - period for which license required (1 to 5 years)

15. I/We have forwarded a sum of Rs. _____ towards License fees according to the provision of the Food Safety and Standards Regulations, 2011 vide:

Demand Draft no (payable to)

(Signature of the applicant/authorized signatory)

Annexure I.

Declaration

I, Mr./Ms./Mrs. _____ S/o / D/o Mr. _____,R/o _____ 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. I further declare that the food business conducted or proposed to be conducted by/through me conforms/shall conform to the Food Safety and Standards Act, Regulations/ Bye-laws enacted there under, and specifically to the Guidelines on Hygiene and Sanitary Practices provided under Schedule 4 of the Registration and Licensing Regulations published by the Food Safety and Standards Authority of India or any person authorized on its behalf from time to time.

Dated:

(Signature)

FORM 'C' - License Format

(See Regulation 2.1.4 (6))

Government of India

Food Safety and Standards Authority of India

License under FSS Act, 2006

License No _____

1. Name and Registered Office address of licensee

2. Address of authorized premises

3. Kind of Business

4. For dairy business details of location with address and capacity of Milk Chilling Centers (MCC) / Bulk Milk Cooling Centers (BMCs)/Milk Processing Unit/ Milk Packaging Unit owned by the holder of licensee/RC

5. Category of License:

This license is granted under and is subject to the provisions of FSS Act, 2006 all of which must be complied with by the licensee.

Place:

Date:

Stamp and signature of Designated Officer

Food Safety and Standards Authority of India

Validation and Renewal

[illegible]

'FORM D-1'

Annual Return

(For business other than Milk and Milk products)

(See Regulation 2.1.13)

1. Name and address of Licensee:-

2. Address of the authorized premises for the manufacturing / Re-Packing / Re-Labeling of food products:

3. License No.

4. Statement showing quantities of food products manufactured/handled/imported and exported in Tonnes

Name of the food product manufactured/handled/imported/exported.	Size of can / bottle/any other package (like PP) or bulk package	Quantity in MT	Sale price per Kg or per unit of packing	Value	Quantity exported/imported in Kg
1	2	3	4.	5	6

'FORM D-2'

'Form D-2'(See Regulation 2.1.13)

Half Yearly Return for Milk and Milk Products

For the period ending

- a) 1st April to 30th September
b) 1st October to 31st March.

1. Name and address of Licensee:-
2. Address of the authorized premises for the manufacturing milk and milk products
3. License No. date of issue/ validity

4. Procurement

Type of milk 1	Total Qty MT 2	Total fat content MT 3	Average 4		Total SNF content MT 5	Price Rs / kg of milk 6	Price Rs/kg of fat 7	Price Rs/kg of SNF 8
			Fat% a	SNF% b				
A) Own Sources								
Cow								
Buffalo								

Mixed								
B) Milk Supplied by other dairies								
Cow								
Buffalo								
Mixed								
Total A+B								

4. Purchase of Milk Products

Name of Milk Products	Source of purchase	Total quantity purchased (MT)*	Average Fat %	Average SNF%	Quantity used (MT)*	Closing balance (MT)*
1. SMP						
2. WMP						
3. Butter oil						
4. White Butter						

*Metric Tones

6. Reconstitution

Utilized for making liquid milk or milk products	Whole milk powder	Skimmed milk powder	Butter oil (MT)**	White butter (MT)**
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5.						
Total						

8. Conversion of Milk into Milk Products outsourced to other dairies

Type of milk 1.	Quantity (TLPD) 2.	Average Fat % 3.	Average SNF % 4.	Name of Converted products 5.	Quantity (MT) 6.
Cow milk					
Buffalo Milk					
Mixed Milk					
Concentrated Milk					

9. Milk Marketing

	Type of milk	Quantity sold *(TLPD)	Average Fat %	Average SNF%	Consumer price Rs per litre
A) Milk Sold in Retail					
Sub total A					
B) Milk sold I bulk to other dairies					
Sub total B					
Grand Total A+B					

***TLPD Thousand litres per day**

10 Statement showing quantities of milk products manufactured and exported in Tonnes with their sale value during the period

Name of the milk products	Size of the can/bottle/any other package (like PP) or bulk package.	Qty. in MT	Avg.fat/SNF for milk products (%)		Sale Price/kg or per unit of packing Rs	Value in Rs.	Qty exported/i mported in KG
1	2	3	4 a	4 b	5	6	7

Name of the country or port of export	Rate per kg or /unit of packing C.I.F/FOB Rs.	Value in Rs.	remarks
8	9	10	11

Date:

Signature of the Licensee

A register detailing the above information shall be maintained by each licensee for inspections. `

Name of Milk Products required to be listed in table 8 column no 1.

Cream	yoghurt
White butter	Butter milk
Table butter	Lassi
Butter oil	Paeer
Ghee	Khoa
Skimmed milk powder	Khoa sweets
Whole milk powder	Flavored milk pasteurized
Dairy whitener	Flavored milk sterilized
Infant Milk Food	UHT-MILK
Infant formula	Ice cream
Malted milk food	Casein
Dahi/ curd	lactose
Shrikhad/ Amarkhand	Whey powder
Butter nilk powder	Any other milk products as lowed in license
Condensed milk	

Documents to be enclosed for new application for license to State/Central Licensing Authority

1. Form-B duly completed and signed (in duplicate) by the proprietor/partner or the authorised signatory
2. Blueprint/layout plan of the processing unit showing the dimensions in metres/square metres and operation-wise area allocation.
3. List of Directors with full address and contact details
4. Name and List of Equipments and Machinery along with the number, installed capacity and horse power used.
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.
8. Analysis report (Chemical & Bacteriological) of water to be used as ingredient in food from a recognized/ public health laboratory to confirm the portability indicating the name of authorized representative of Lab who collected the sample and date of collecting sample

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

10. Partnership Deed/Affidavit/Memorandum & Articles of Association towards the constitution of the firm.

11. Copy of certificate obtained under Coop Act – 1861/Multi State Coop Act – 2002 in case of Cooperatives.

12. NOC from manufacturer in case of Re-labellers

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.

15. Source of raw material for meat and meat processing plants.

16. Pesticide residues report of water to be used as ingredient in case of units manufacturing Packaged drinking water, packaged Mineral water and/or carbonated water from a recognised/ public health laboratory indicating the name of authorised representative of Lab who collected the sample and date of collecting sample including source of raw water and treatment plan.

17. Recall plan wherever applicable, with details on whom the product is distributed.

18. NOCs from Municipality or local body and from State Pollution Control Board except in case of notified industrial area.

Documents to be included for renewal or transfer of license given under other existing laws prior to these Regulations

1. Any change in documents or information provided during grant of previous license.
2. Certificate or Plan of Food Safety Management System being adopted (for units under Central Licensing it has to be a certificate from accredited agencies).
3. List of workers with their medical fitness certificates.
4. Name, qualification and details of technical personnel in charge of operation.

Conditions of License

All Food Business Operators shall ensure that the following conditions are complied with at all times during the course of its food business.

Food Business Operators shall:

1. Display a true copy of the license granted in Form C shall at all times at a prominent place in the premises.
2. Give necessary access to Licensing Authorities or their authorised personnel to the premises
3. Inform Authorities about any change or modifications in activities / content of license.
4. Employ at least one technical person to supervise the production process. The person supervising the production process shall possess at least a degree in Science with Chemistry/Bio Chemistry/Food and Nutrition/ Microbiology or a degree or diploma in food technology/ Dairy technology/ dairy microbiology/ dairy chemistry/ dairy engineering /oil technology /veterinary science /hotel management & catering technology or any degree or diploma in any other discipline related to the specific requirements of the business from a recognized university or institute or equivalent.
5. Furnish periodic annual return (1st April to 31st March), upto 31st May of each year. For collection/ handling/manufacturing of Milk and Milk Products half yearly returns also to be furnished as specified (1st April to 31st September before 30th November and 1st October to 31st March) .
6. Ensure that no product other than the product indicated in the license is produced in the unit.
7. Maintain factory's sanitary and hygienic standards and worker's Hygiene as specified in the Schedule – 4 according to the category of food business.
8. Maintain daily records of production, raw materials utilization and sales separately.
9. Ensure that the source and standards of raw material used are of optimum quality.
10. Food Business Operator shall not manufacture, store or expose for sale or permit the sale of any article of food in any premises not effectively separated to the satisfaction of the licensing authority from

any privy, urinal, sullage, drain or place of storage of foul and waste matter.

11. Ensure Clean-In-Place systems (wherever necessary) for regular cleaning of the machine & equipments.

12. Ensure testing of relevant chemical and/or microbiological contaminants in food products in accordance with these regulations as frequently as required on the basis of historical data and risk assessment to ensure production and delivery of safe food through own or NABL accredited and FSSAI notified labs at least once in six months.

13. Ensure that as much as possible the required temperature shall be maintained throughout the supply chain from the place of procurement or sourcing till it reaches the end consumer including chilling, transportation, storage etc.

14. The manufacturer/importer/distributor shall buy and sell food products only from, or to, licensed/registered vendors and maintain record thereof.

Other conditions

6. Proprietors of hotels, restaurants and other food stalls who sell or expose for sale savouries, sweets or other articles of food shall put up a notice board containing separate lists of the articles which have been cooked in ghee, edible oil, vanaspati and other fats for the information of the intending purchasers.

7. Food Business Operator selling cooked or prepared food shall display a notice board containing the nature of articles being exposed for sale

8. Every manufacturer [including ghani operator] or wholesale dealer in butter, ghee, vanaspati, edible oils, Solvent extracted oil, de oiled meal, edible flour and any other fats shall maintain a register showing the quantity of manufactured, received or sold, nature of oil seed used and quantity of de-oiled meal and edible flour used etc. as applicable and the destination of each consignment of the substances sent out from his

factory or place of business, and shall present such register for inspection whenever required to do so by the Licensing Authority.

9. No producer or manufacturer of vegetable oil, edible oil and their products shall be eligible for license under this Act, unless he has own laboratory facility for analytical testing of samples.

10. Every sale or movement of stocks of solvent-extracted oil, 'semi refined' or 'raw grade I', edible groundnut flour or edible coconut flour, or both by the producer shall be a sale or movement of stocks directly to a registered user and not to any other person, and no such sale or movement shall be effected through any third party.

11. Every quantity of solvent-extracted oil, edible groundnut flour or edible coconut flour, or both purchased by a registered user shall be used by him in his own factory entirely for the purpose intended and shall not be re-sold or otherwise transferred to any other person:

Provided that nothing in this sub-clause shall apply to the sale or movement of the following:-

(i) karanjia oil;

(ii) kusum oil;

(iii) mahua oil;

(iv) neem oil;

(v (vi) tamarind seed oil.

(vii) edible groundnut flour bearing the I.S.I. Certification Mark

(viii) edible coconut flour bearing the I.S.I. Certification Mark

12. No Food Business Operator shall sell or distribute or offer for sale or dispatch or deliver to any person for purpose of sale any edible oil which is not packed, marked and labelled in the manner specified in the regulations unless specifically exempted from this condition vide notification in the official Gazette issued in the public interest by Food Safety Commissioners in specific circumstances and for a specific period and for reasons to be recorded in writing.

