



Food Safety and Standards
Authority of India



User Reference Manual – Food Business Operator

August 5
2014

This manual is for the reference purpose of Karnataka FBO to use FLRS to apply for FSS License

Ver 2.0

Effective 5th July, 2014, FBOs in Karnataka state can utilize payment through Syndicate bank challan in FLRS. Effective 5th Aug, 2014, payment option through Treasury Challan is disabled in FLRS.

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Effective 5th July, 2014, FBOs in Karnataka state can utilize payment through Syndicate bank challan in FLRS. Effective 5th Aug, 2014, payment option through Treasury Challan is disabled in FLRS.

Introduction

- ❖ FSSAI provides an opportunity for Food Business Operators (FBOs) to apply for Registration/Licensing through online Registration/Licensing System. It also provides an option to track the status of application online through an Application Reference No. provided by the system during the submission of application.
- ❖ The FBOs should take a print out of the Online Application Form generated through the system and submit the application to Regional Authority/State Authority with all supportive documents within fifteen days from the date of submission of application online.
- ❖ FBO can register themselves online for the username and password **(or)** by providing the contact details can apply for Licensing / Registration.

Effective 5th July, 2014, FBOs in Karnataka state can utilize payment through Syndicate bank challan in FLRS. Effective 5th Aug, 2014, payment option through Treasury Challan is disabled in FLRS.

FBO SIGN UP

How to Access the System?

- ❖ The system can be accessed by using the link <http://foodlicensing.fssai.gov.in> using any standard web browser like IE, Firefox, Google Chrome etc.
- ❖ It is a web enabled system, hence can be used 24* 7 by all the stakeholders. The stakeholders can access this online system through any web browser.

FBO Sign-up (For Self-Care Portal)

- ❖ Type the URL: - <http://foodlicensing.fssai.gov.in> on the address bar of the browser. On the screen which appears below (Fig), click on 'Sign-up (For Self-Care Portal)' link to Sign-up.

Food Safety and Standards Authority of India
(Ministry of Health & Family Welfare, Govt. of India)
Licensing and Registration System Ver 2.0

User Name: Password: Sign In Forgot Password? **Sign-up (For Self-Care Portal)**

Daily Update - No. of Licenses: 816 | No. of Certificates: 3191 (Issued on 21 May 2014) Active Users : 217

Guidelines

- About Licensing/Registration
- How to Apply
- Fee Structure
- Document Checklist
- Licensing and Registration regulation, 2011
- FAQ's

Check Your Eligibility
[Tool to check your eligibility on Licensing/Registration]

Track Your Application Status
Enter Application Reference No. Go

Latest Announcements

- Delhi State Licensing - Simple Steps
- Delhi State Licensing - Guidelines for submission of Online Applications

Download User Reference Manual

For any queries regarding online system, contact FSSAI Helpdesk @ 011 - 65705552 / 64672224 between 9:30 am to 6:30 pm on working days.

- ❖ The screen below (Fig) shows the FBO Sign-up form for FBO.

Effective 5th July, 2014, FBOs in Karnataka state can utilize payment through Syndicate bank challan in FLRS. Effective 5th Aug, 2014, payment option through Treasury Challan is disabled in FLRS.



Food Safety and Standards Authority of India
(Ministry of Health & Family Welfare, Govt. of India)
Ver 2.0
Licensing and Registration System

FBO Sign Up

Please fill in the details below

Name of the Applicant* Email-ID* To receive alert on Email

Company* Mobile No.* To receive alert on Mobile

Address

State* User-ID*

District* Password*

Postal Pin Code* Confirm Password*

Security Question*

Answer*

Note: 1. Password length should be 6 to 20 character including at least one special character.
2. Fields marked with (*) are mandatory.

- ❖ Fill the form and click on “Register” button to complete the FBO sign-up process.

After successful sign-up

- ❖ Sign-up success message will appear as shown below (Fig).
- ❖ SMS and E-mail will be forwarded confirming the successful sign-up.

Note:

- ❖ Enter a valid & active email id to receive alerts on e-mail.
- ❖ Enter a valid mobile no to receive alerts via sms.
- ❖ Once you type the User-ID the system will check for the availability. If the User-ID already exists in the system then an alert message “This UserID already exists. Please try another” will appear.
- ❖ Password length should be 6 to 20 characters including at least one special character.

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Food Business Operator (FBO) Registration

Account Successfully Created

Your account, TEST1234, has successfully been created. You should receive an email at TEST@TEST.IEST with your login credentials shortly.

[Click here](#) to proceed and apply for License & Registration.

Note: If you don't apply within 30 days, your User ID will be disabled.

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Checking Eligibility

- ❖ Food Business Operator can check their Eligibility (whether they are eligible for Central License OR State License OR Registration Certificate as per Capacity/Turnover of their business) by clicking on the link “Check your eligibility” on the login page, as shown below (Fig)

Food Safety and Standards Authority of India
(Ministry of Health & Family Welfare, Govt. of India)
Ver 2.0
Licensing and Registration System

User Name: Password: [Forgot Password?](#) | [Sign-up \(For Self-Care Portal\)](#)

Guidelines
[About Licensing/Registration](#)
[How to Apply](#)
[Fee Structure](#)
[Document Checklist](#)
[Rules of Submission](#)
[Application Flow](#)
[FAQ's](#)

Check your Eligibility
Licensing Registration
Central State

Check Your Eligibility
[Tool to check your eligibility on Licensing/Registration]

Track Your Application Status
Enter Application Reference No.

Latest Announcements
[The Food Safety and Standards Rules, 2011](#)
[Food Safety and Standards \(Licensing and Registration of Food businesses\) regulation, 2011](#)

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Email at : licensing@fssai.gov.in

About Online System
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The FBOs should take a print out of the Online Application Form generated through the system and submit the application to Regional Authority/State Authority with all supportive documents within fifteen days from the date of submission of application online.
FBO can register themselves online for the username and password (or) by providing the contact details can apply for Licensing / Registration.

- ❖ After you click on the link, you will be redirected to screen below (Fig)

Effective 5th July, 2014, FBOs in Karnataka state can utilize payment through Syndicate bank challan in FLRS. Effective 5th Aug, 2014, payment option through Treasury Challan is disabled in FLRS.

Eligibility Check				
Enter the Premise / Unit Address Details to Check the Eligibility				
Sl. No.	Address	State	District	Action
	<input type="text"/>	Select State <input type="button" value="v"/>	Select District <input type="button" value="v"/>	Save & Add
<input type="button" value="Close"/>				
<p>Note: If you are operating from multiple premise /unit, using "Save & Add" add each premise / unit address details separately and check for eligibility individually.</p>				

- ❖ Fill in the Address of Premises, State, District then click on “Save & Add” button under ‘Action’ column; if you are operating from multiple premise /unit, using "Save & Add" add each premise / unit address details separately and check for eligibility individually as shown in below screen (Fig).

Eligibility Check				
Enter the Premise / Unit Address Details to Check the Eligibility				
Sl. No.	Address	State	District	Action
1	TEST	Karnataka	Bangalore Urban	Click to Check Eligibility Delete
2	TEST	Karnataka	Mysore	Click to Check Eligibility Delete
	<input type="text"/>	Select State <input type="button" value="v"/>	Select District <input type="button" value="v"/>	Save & Add
<input type="button" value="Proceed to Generate Summary of Eligibility Report (All Premises/Units)"/> <input type="button" value="Close"/>				
<p>Note: If you are operating from multiple premise /unit, using "Save & Add" add each premise / unit address details separately and check for eligibility individually.</p>				

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FBO LOGIN

- ❖ Type the URL: - <http://foodlicensing.fssai.gov.in> and login to the system with the User Name and password created during FBO Sign up (as shown below in Fig).

User Name: Password: Sign In [Forgot Password?](#) | [Sign-up \(For Self-Care Portal\)](#)

Guidelines

- About Licensing/Registration
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- Rules of Submission
- Application Flow
- FAQ's

Check Your Eligibility
[Tool to check your eligibility on Licensing/Registration]

Check your Eligibility

Licensing Registration

Central State

Track Your Application Status

Enter Application Reference No. Go

Latest Announcements

- The Food Safety and Standards Rules, 2011
- Food Safety and Standards (Licensing and Registration of Food businesses) regulation, 2011

APPLY Online NOW

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FEEDBACK

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Email at : licensing@fssai.gov.in

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Food Business Operator's Home Page

- ❖ The home page for the logged in FBO will be displayed as shown below in Fig

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

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

List of Application(s)

Application Status Complete Application Incomplete Application

License/Certificate Type Central License State License Registration

State

District

Reference No.

License / Registration No.

Click Search to View your Result

- ❖ To view the status of submitted applications select on “Complete Application” and License/Certificate Type.
- ❖ To view the pending/incomplete applications select on “Incomplete Application” and License/Certificate Type.

As shown below in fig for Submitted Applications

- ❖ The present status of submitted application can be viewed under “Application Status”
- ❖ If License is issued for an application, then under heading License/Certificate No. “License/Registration Number” will be displayed.
- ❖ To view the Acknowledgement Receipt click on “View” against that Reference No.

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List of Application(s)

Application Status Complete Application Incomplete Application

License/Certificate Type Central License State License Registration

State Reference No.

District License / Registration No.

Click Search to View your Result

Detailed Report for State Licenses Completed application(s)

Total Record(s) : 52

Sl.No.	Company Name	Reference No.	Premises Address	Application Type	Application Status	License / Registration No.	Issue Date	Valid From	Valid Upto	Action
1	TEST	20140500200001123	TEST, Karnataka	New License	Payment Status Not Updated	--	--	--	--	View

As shown below in fig. for Pending Applications

- ❖ Click on Proceed link to complete and submit the application.
- ❖ Click on Upload Form-B to print and upload the Form-B.
- ❖ Click on Delete Application if application is to be deleted.

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

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

List of Application(s)

Application Status Complete Application Incomplete Application

License/Certificate Type Central License State License Registration

State Reference No.

District License / Registration No.

Click Search to View your Result

Detailed Report for State Licenses Incomplete application(s)

Total Record(s) : 20

Sl.No.	Company Name	Reference No.	Address	Business Category	Application Type	Last Updated on	Action
1	TEST ST KA 1	20140500200001105	TEST , Bangalore Urban, Karnataka	Marketer	State - New License	14/05/2014	Proceed Delete Application
2	TEST KA 3	20140500200000989	TEST , B.B.M.P East, Karnataka	Marketer	State - New License	08/05/2014	Upload Form-B

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Cancellation/deletion of application by FBO

When FBO clicks on incomplete application in his home page than all the applications that were left incomplete gets listed, there a separate button will be given as **“Delete Application”** so that FBO can delete the incomplete application apart from Proceed.

As FBO clicks on **“Delete Application”** the application would be removed from the list and would not further appear in the list of incomplete application


Applying for License/Registration

- ❖ To apply for License/Registration move the mouse over “License/Registration” and from the drop down option click on “Apply for License/Registration” as shown below in Fig



- ❖ FBO will be re-directed to Page as shown below in fig


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Food Safety and Standards Authority of India

(Ministry of Health & Family Welfare, Govt. of India)

Licensing and Registration System Ver 2.0



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

Logged in as _____ Reset Password

Apply for License/ Registration

Select State of Premises for which License/Registration is being applied Delhi ▾

Are you operating in Premises Located at Seaport at Kandla, Tuticorin, Vishakhapatnam, Kolkata, Marmagoa, Cochin, Mumbai, Chennai, JNPT Or Airport at Kolkata, Tiruchy, Mumbai, Delhi, Chennai, Amritsar, Cochin ?

Yes No

Are you operating in more than 1(One) State ?

Yes No

Are you already holding License given under other laws existing prior to Food Safety And Standards Regulations, 2011 ?

Yes No

Kind of Business

Dairy units including milk chilling units equipped to handle or process

Vegetable oil processing units and units producing vegetable oil by the process of solvent extraction and refineries including oil expeller unit

Slaughtering units

Meat processing units

All food processing units (other than mentioned above)

100 % Export Oriented Units

Importers importing food items including food ingredients and additives for commercial use

Food business operators manufacturing any article of food containing ingredients or substances or using technologies or processes or combination thereof whose safety has not been established through these regulations or which do not have a history of safe use or food containing ingredients which are being introduced for the first time into the country.(They need to apply for product approval at FSSAI (HQ) separately before applying for license)

Other Food Business Operator

Food Catering services in establishments and units under Central Government Agencies like Railways, Air and Airport, Seaport, Defence etc.

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- ❖ Select the State for which you want to apply for license (Select State of Premises for which License/Registration is being applied) from the drop down.
- ❖ If FBO is applying for premises located at Seaport at Kandla, Tuticorin, Vishakhapatnam, Kolkata, Marmagoa, Cochin, Mumbai, Chennai, JNPT, or Airport at Kolkata, Tiruchy, Mumbai, Delhi, Chennai, Amritsar, Cochin then the option Yes to be selected otherwise No.
- ❖ If the FBO is operating in more than One(1) state then the option Yes to be selected otherwise No.
- ❖ If the FBO is applying for Head office/Registered office then the option Yes to be selected otherwise No.
- ❖ Select all the kind of Businesses which are located in a single premise for which you want to apply for License.
- ❖ For each Kind of Business selected, check the capacity/turnover for determining the eligibility for that category.
- ❖ Click on Proceed.

Note: Each location will be issued separate license (except transporter where one license will be issued for all vehicle of a single transporter/ business). In case FBO is operating in more than two states, he has to obtain one additional Central License for Head office/ registered office and separate license for each location as per Capacity/Turnover (State/ Central License).

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❖ After clicking on Proceed, FBO will be re-directed to below screen Fig

Kind of Business	License Category	Action
Food Business Operator - Marketer	State	Click to apply
Food Business Operator - Petty Retailer of snacks/tea shops	Registration	Click to apply

[Click here to apply for single State License for all businesses](#)

After Assessment all the Kind of businesses will be grouped under the respective 'License Category'. FBO can apply for each license category individually by clicking on the link 'Click to apply' link against each License Category **(OR)** apply for a single highest license evaluated as per the eligibility criteria of all the business by clicking on link above CANCEL button.

Application for State License

Based on Pre-check if the FBO is re-directed to State License then the application form for State License will appear as shown in the screen below in fig.

Note: If you want to apply for Conversion to FSS license, then select "YES" for question "Are you already holding License given under other laws existing prior to Food Safety and Standards Regulations, 2011?"

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Home License/Registration My Profile Logout

Logged in as test Reset Password

Form "B"
[See Regulation 2.1.2, Regulation 2.1.3 and Regulation 2.1.7]
Application for License under Food Safety and Standards Act, 2006

* Required fields

Name of Company/Organization/Applicant* :

Address of Premise for which license is being applied

Address* :

State* :

District* :

Postal Pincode * :

- ❖ Fill the form details and click on “SAVE & NEXT” button to proceed further. FBO will be re-directed to the Product details page as show below in Fig.

Note:

- ❖ Depending upon the assessment of the eligibility criteria for each individual business of an FBO, if it is determined that an FBO is eligible for multiple licenses, and then the FBO can opt for individual licenses for each food business/category by clicking on the “Click to Apply” link against a License category.
OR
- ❖ FBO can opt for a single highest license evaluated as per the eligibility criteria of all the business by clicking on link above CANCEL button and further the highest fee applicable license shall be applicable.

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Home	License/Registration	Renewal	Modification	Duplicate / Surrender / Transfer	Logout					
Logged in as HelpDesk		My Profile Reset Password								
Form "B" [See Regulation 2.1.2, Regulation 2.1.3 and Regulation 2.1.7] Application for License / Renewal of license under Food Safety and Standards Act, 2006										
Business Details										
Company Name			Premises Address							
<table border="1"> <thead> <tr> <th>Kind of Business</th> <th>License Category</th> <th>Eligibility</th> </tr> </thead> <tbody> <tr> <td>Manufacturer - All food processing units other than mentioned above</td> <td>State License</td> <td>More than 100kg/ltr to 2 MT /day. All grains, cereals & pulses milling units</td> </tr> </tbody> </table>		Kind of Business	License Category	Eligibility	Manufacturer - All food processing units other than mentioned above	State License	More than 100kg/ltr to 2 MT /day. All grains, cereals & pulses milling units			
Kind of Business	License Category	Eligibility								
Manufacturer - All food processing units other than mentioned above	State License	More than 100kg/ltr to 2 MT /day. All grains, cereals & pulses milling units								
Food items proposed to be manufactured:										
Other Food Processing Unit										
Sl.No	Food Category	Name of Food Item(s) *	Quantity (MT/Day)	Kind of Business	Action					
	Select Food Category			Select	Save & Add					
Other Detail(s)										
Whether Unit is Equipped with an analytical laboratory ? : <input type="radio"/> Yes <input checked="" type="radio"/> No										
* Please enter the generic name of food item(s) (i.e. SunFlower, Chocolate etc) not a brand name.										
			<input type="button" value="Previous"/> <input type="button" value="Save & Next >>"/>							

- ❖ To add any product, click on the “Select Food Category” and from the drop down menu select the food category. And if there are Sub categories for the Food category selected then select the sub category from the drop down menu as show below in Fig. (IF applicable).

Other Food Processing Unit					
Sl.No	Food Category	Name of Food Item(s) #	Quantity (MT/Day)	Kind of Business	Action
	05 - Confectionery	Select Food Category		Manufacturer	Save & Add

Note: Enter the Correct information as same will be printed on the License Issued by the Authority.

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- ❖ Enter the Name of all Food items which will come under the selected food category separated by comma.
- ❖ Enter the Quantity and Incase of Processing unit Select the Kind of business from the drop down list.
- ❖ Click on “Save & Add” button under heading Action to add the product.
- ❖ FBO can add more than one Food category one by one.
- ❖ After completing this section click on ‘Save & Next’ button, FBO will be re-directed to the screen as shown below in Fig

Home	License/Registration	Renewal	Modification	Duplicate / Surrender / Transfer	Logout
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Logged in as [HelpDesk](#) My Profile Reset Password

Form "B"
 [See Regulation 2.1.2, Regulation 2.1.3 and Regulation 2.1.7]
 Application for License / Renewal of license under Food Safety and Standards Act, 2006

Business Details

Company Name	TEST KA 4	Premises Address	TEST
---------------------	-----------	-------------------------	------

Kind of Business	License Category	Eligibility
Food Business Operator - Hotel	State License	Upto Four Star

Registered Office Details

Address* District*

State* Postal Pincode*

Correspondence address : Same as Registered Office Yes No

Address* District*

State* Postal Pincode*

Contact Information

Telephone No. : Fax :

Mobile No.* : +91 - Email-ID* :

Person in charge of operations

Name* : Postal Pincode* :

Qualification* : Telephone No. :

Address* : Mobile No.* : +91 -

State* : Email-ID* :

District* : Photo ID Card No.* :

ID Expiry Date* :

Person responsible for complying with conditions of License Same as Person Incharge of Operations Yes No

Name* : Postal Pincode* :

Qualification* : Telephone No. :

Address* : Mobile No.* : +91 -

State* : Email-ID* :

District* : Photo ID Card No.* :

ID Expiry Date* :

Other License Detail(s)

Sl.No	License Category	License No	Issue Date	Issued By	Upload Document(s)	Action
	<input type="text" value="Trade"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Choose File No file chosen	Save & Add

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- ❖ After completing the section click on 'Save & Next' button, FBO will be re-directed to the screen as shown below in Fig.

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

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

Upload/Attach Document(s)

Form "B"
[See Regulation 2.1.2, Regulation 2.1.3 and Regulation 2.1.7]
Application for License / Renewal of license under Food Safety and Standards Act, 2006

Business Details

Company Name test Premises Address tst

Kind of Business	License Category	Eligibility
Food Business Operator - Hotel	State License	Upto Four Star

S.No.	Document Description	Submission Type	Upload Document(s)/Remark(s)
1	Any change in documents or information provided during grant of previous license. (mandatory)	<input checked="" type="radio"/> Electronically <input type="radio"/> Physically	Choose File No file chosen Upload
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) or Affidavit.	<input checked="" type="radio"/> Electronically <input type="radio"/> Physically	Choose File No file chosen Upload
3	List of workers with their medical fitness certificates. (These may be available with the units and be shown at the time of inspection)	<input checked="" type="radio"/> Electronically <input type="radio"/> Physically <input type="radio"/> Not Applicable	Choose File No file chosen Upload
4	Name, qualification and details of technical personnel in charge of operation. (mandatory for manufacturing & processing units)	<input checked="" type="radio"/> Electronically <input type="radio"/> Physically <input type="radio"/> Not Applicable	Choose File No file chosen Upload

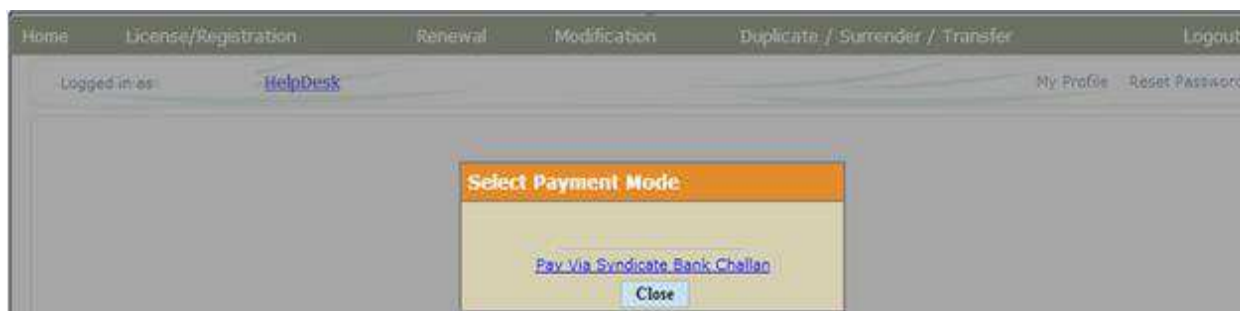
Period for which license required (1 - 5)*

Previous **Save & Next >>** Select Year 1 2 3 4 5

- ❖ To submit the documents electronically click on 'Choose File' and select the file from your system and click on 'Upload'.
- ❖ If the soft copy of any document is not available, then select the "Submission type" as 'Physically' and enter your remarks.
- ❖ If any document is not applicable for the category of business, then select "Not Applicable".
- ❖ Select 'How many years (1 – 5) you want to apply' from the drop down and proceed for the payment.
- ❖ Once clicked on "Save & Next" a pop-up would appear to select the payment mode and once the payment mode is selected it would redirect the FBO to the payment page as shown in the fig below:-

Note: FBO has to fill in the Already Holding License Detail(s), if applying for Conversion to FSS License.

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- ❖ If FBO/Operator makes payment via Syndicate Bank Challan than a challan would be generated and FBO has to pay the requisite amount to the nearest Syndicate bank branch as shown in the below fig:-

Business Details		
Company Name	TEST	Premises Address TEST
Kind of Business	License Category	Eligibility
Food Business Operator - Hotel	State License	Upto Four Star

Cash Payment Details



License Fee Rs. 4000,

- ❖ Once clicked on submit FBO would be redirected to a page where the FBO will download/upload the signed copy of Form 'B' and submit the application for generation of Acknowledgement receipt.

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Business Details		
Company Name	24 Mar Conversion	Premises Address test-23 is test
Kind of Business	License Category	Eligibility
Food Business Operator - Storage (Except Controlled Atmosphere and Cold)	State License	Capacity more than 50,000 MT
Upload Form - B		
Your Application Ref no. is 20140300100003032		
You are just one step away from completing your application submission process. Please take the print of the form by clicking the below link "Print FORM 'B'" and upload the signed copy of the same by clicking browse and upload link. In case, you do not upload the form, your application will list as incomplete application and you can search it from Home page under incomplete applications and click on UPLOAD FORM 'B' link against the application no.		
Print FORM 'B'		
<input type="button" value="Choose File"/>	No file chosen	<input type="button" value="Upload"/>
<input type="button" value="Submit"/>		

❖ Once clicked on submit than the Syndicate Bank Challan would be generated as displayed below.

 ONLY CASH TO BE TENDERED AT ANY SYNDICATE BANK BRANCH Food Safety Commissioner, Karnataka License Application Fee Payment Challan	 ONLY CASH TO BE TENDERED AT ANY SYNDICATE BANK BRANCH Food Safety Commissioner, Karnataka License Application Fee Payment Challan
Institution ID: 042400001 Use CBS Screen No.: 1450 Transaction ID.: LI40628121539467	Institution ID: 042400001 Use CBS Screen No.: 1450 Transaction ID.: LI40628121539467
Fee can be deposited after one day of online generation of Payment Challan Company Name: tetet Mobile No.: 9999999999 Email ID: abc@gmail.com Amount: Rs.2000/- Total Amount In Words: Two Thousand rupees only	Fee can be deposited after one day of online generation of Payment Challan Company Name: tetet Mobile No.: 9999999999 Email ID: abc@gmail.com Amount: Rs.2000/- Total Amount In Words: Two Thousand rupees only
JOURNAL NUMBER :	JOURNAL NUMBER :
Signature Of Applicant	Signature Of Applicant
AUTHORISED SIGNATORY (Bank Official)	AUTHORISED SIGNATORY (Bank Official)
SEAL/DATE	SEAL/DATE
IMPORTANT INSTRUCTIONS TO SYNDICATE BANK BRANCHES 1. Service charge of Rs.5/- to be paid extra by Food Business Operator in addition to the License Fee shown above. 2. Under no circumstances the branches should issue Draft/Banker cheque against the challan. 3. In case of any problem branch should immediately contact Home Branch No. 64 & 25, Margosa Road, 18th Cross Road, Malleshwaram, Bengaluru and Tele No. 080-23346605/23343627. 4. Branches should not refuse to accept the challan. 5. In case data is not displayed in Screen No. 1450, branch should immediately contact Home Branch. 6. Please mention the Journal Number in all the Challans.	IMPORTANT INSTRUCTIONS TO SYNDICATE BANK BRANCHES 1. Service charge of Rs.5/- to be paid extra by Food Business Operator in addition to the License Fee shown above. 2. Under no circumstances the branches should issue Draft/Banker cheque against the challan. 3. In case of any problem branch should immediately contact Home Branch No. 64 & 25, Margosa Road, 18th Cross Road, Malleshwaram, Bengaluru and Tele No. 080-23346605/23343627. 4. Branches should not refuse to accept the challan. 5. In case data is not displayed in Screen No. 1450, branch should immediately contact Home Branch. 6. Please mention the Journal Number in all the Challans.
View / Print your License Application View / Print Annexure-1	View / Print Acknowledgement Receipt View / Print Annexure-2

Effective 5th July, 2014, FBOs in Karnataka state can utilize payment through Syndicate bank challan in FLRS. Effective 5th Aug, 2014, payment option through Treasury Challan is disabled in FLRS.

- ❖ FBO can also view or print his acknowledgment receipt from the link “View/Print Acknowledgment Receipt” provided below the Challan as displayed in the fig above.
- ❖ Once clicked on the link the Acknowledgment Receipt would be generated as displayed in the fig below:-

	Food Safety Commissioner (Govt. of Karnataka)	
Acknowledgement Receipt		
Reference Number	20140630163234840	
Name of Applicant	TEST	
Premises Address	TEST	
Kind of Business	Transporter	
Category of License	STATE [karnataka] [New License]	
Fee Paid	Rs. 2000 (1 Year(s))	
Note: Your Application for License is provisionally accepted and assigned a reference number as mentioned above subject to your remittance of the required fees as printed in the Payment challan generated through the system in any of the nearest branch of Syndicate Bank		
View / Print your License Application View / Print Annexure-1 View / Print Annexure-2 View / Print Annexure-3		

- ❖ License Application will be submitted successfully (Acknowledgment Receipt will be generated as shown in fig.) and online application will be forwarded to the respective Designated Officer once the payment is made to any respective Syndicate Bank. Please note down the Reference Number generated for future reference.

Effective 5th July, 2014, FBOs in Karnataka state can utilize payment through Syndicate bank challan in FLRS. Effective 5th Aug, 2014, payment option through Treasury Challan is disabled in FLRS.

Application for Registration Certificate

Based on Pre-check if the FBO is re-directed to Registration Certificate then the application form for Registration Certificate will appear as shown in the screen below in fig.

Effective 5th July, 2014, FBOs in Karnataka state can utilize payment through Syndicate bank challan in FLRS. Effective 5th Aug, 2014, payment option through Treasury Challan is disabled in FLRS.

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

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

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 Secretary of dairy co-operative society Other(s)

Kind of Business

Petty Retailer of snacks/tea shops

Permanent / Temporary Stall Holder

Manufacturer/Processor

Milk producers (who are not member of dairy co operative society)/ milk vendor

Other(s)

Hawker (Itinerant / Mobile food vendor)

Re Packer

Dhaba

Home based canteens/dabba wallas

Food stalls/arrangements in Religious gatherings, fairs etc

Fish/meat/poultry shop/seller

Address of Premises where food business is located

State *

Address *

Sub-Division *

Nearest Landmark

Village

District *

Pin Code *

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

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
	Select	Save & Add

Personal Identification Details

Upload Photo : * No file chosen

Upload Document for Identity Proof * No file chosen

Supporting documents (if any):

Sl.No	Document Description	Upload Document(s)	Action
	Declaration Form <input type="text" value="Declaration Form"/> Download Form	<input type="button" value="Choose File"/> No file chosen	Save & Add

Other Details

In case of business - intended date of start :

In case of Seasonal business, State the opening and closing period of the year : To:

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

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

Effective 5th July, 2014, FBOs in Karnataka state can utilize payment through Syndicate bank challan in FLRS. Effective 5th Aug, 2014, payment option through Treasury Challan is disabled in FLRS.

- ❖ After FBO fills all the mandatory fields in Form-A and clicks on “Proceed for payment it would redirect to the payment selection page as shown in the fig below.

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

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

Payment Details

Payment Details

Select Payment Mode : *

Pay Via Syndicate Bank Challan

- ❖ If FBO/Operator makes payment via Syndicate Bank Challan than a challan would be generated and FBO has to pay the requisite amount to the nearest Syndicate bank branch as shown in the below fig:-

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

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

Payment Details

Payment Details

Select Payment Mode : *

Pay Via Syndicate Bank Challan



Cash Payment Detail(s)

Registration Fee	Rs. 100
------------------	---------

Previous **Submit** Cancel

- ❖ Once clicked on submit than the Syndicate Bank Challan would be generated as displayed below.

Effective 5th July, 2014, FBOs in Karnataka state can utilize payment through Syndicate bank challan in FLRS. Effective 5th Aug, 2014, payment option through Treasury Challan is disabled in FLRS.

Cash Voucher Bank Copy	Cash Voucher Applicant Copy																				
																					
<p>ONLY CASH TO BE TENDERED AT ANY SYNDICATE BANK BRANCH Food Safety Commissioner, Karnataka Registration Application Fee Payment Challan</p>	<p>ONLY CASH TO BE TENDERED AT ANY SYNDICATE BANK BRANCH Food Safety Commissioner, Karnataka Registration Application Fee Payment Challan</p>																				
<table border="1"> <tr><td>Institution ID:</td><td>042400001</td></tr> <tr><td>Use CBS Screen No.:</td><td>1450</td></tr> <tr><td>Transaction ID:</td><td>R140607103510737</td></tr> </table>	Institution ID:	042400001	Use CBS Screen No.:	1450	Transaction ID:	R140607103510737	<table border="1"> <tr><td>Institution ID:</td><td>042400001</td></tr> <tr><td>Use CBS Screen No.:</td><td>1450</td></tr> <tr><td>Transaction ID:</td><td>R140607103510737</td></tr> </table>	Institution ID:	042400001	Use CBS Screen No.:	1450	Transaction ID:	R140607103510737								
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Use CBS Screen No.:	1450																				
Transaction ID:	R140607103510737																				
<p>Fee can be deposited after one day of online generation of Payment Challan</p>																					
<table border="1"> <tr><td>Company Name:</td><td>dgddfdfdft</td></tr> <tr><td>Mobile No.:</td><td>9999999999</td></tr> <tr><td>Email ID:</td><td>abc@gmail.com</td></tr> <tr><td>Amount:</td><td>Rs.100/-</td></tr> <tr><td>Total Amount In Words:</td><td>One Hundred rupees only</td></tr> </table>	Company Name:	dgddfdfdft	Mobile No.:	9999999999	Email ID:	abc@gmail.com	Amount:	Rs.100/-	Total Amount In Words:	One Hundred rupees only	<table border="1"> <tr><td>Company Name:</td><td>dgddfdfdft</td></tr> <tr><td>Mobile No.:</td><td>9999999999</td></tr> <tr><td>Email ID:</td><td>abc@gmail.com</td></tr> <tr><td>Amount:</td><td>Rs.100/-</td></tr> <tr><td>Total Amount In Words:</td><td>One Hundred rupees only</td></tr> </table>	Company Name:	dgddfdfdft	Mobile No.:	9999999999	Email ID:	abc@gmail.com	Amount:	Rs.100/-	Total Amount In Words:	One Hundred rupees only
Company Name:	dgddfdfdft																				
Mobile No.:	9999999999																				
Email ID:	abc@gmail.com																				
Amount:	Rs.100/-																				
Total Amount In Words:	One Hundred rupees only																				
Company Name:	dgddfdfdft																				
Mobile No.:	9999999999																				
Email ID:	abc@gmail.com																				
Amount:	Rs.100/-																				
Total Amount In Words:	One Hundred rupees only																				
JOURNAL NUMBER :	JOURNAL NUMBER :																				
Signature Of Applicant	Signature Of Applicant																				
BANK SEAL/DATE	BANK SEAL/DATE																				
AUTHORISED SIGNATORY (Bank Official)	AUTHORISED SIGNATORY (Bank Official)																				
<p>IMPORTANT INSTRUCTIONS TO SYNDICATE BANK BRANCHES</p> <ol style="list-style-type: none"> Service charge of Rs.5/- to be paid extra by Food Business Operator in addition to the Registration Fee shown above. Under no circumstances the branches should issue Draft/Banker cheque against the challan. In case of any problem branch should immediately contact Home Branch No. 64 & 25, Margosa Road, 18th Cross Road, Malleshwaram, Bengaluru and Tele No. 080-23346605/23343627. Branches should not refuse to accept the challan. In case data is not displayed in Screen No. 1450, branch should immediately contact Home Branch. Please mention the Journal Number in all the Challans. 																					
<p>Please remit the fees along with the payment challan generated online to the nearest branch of Syndicate Bank immediately to cc View Application View / Print Acknowledgment Receipt</p>																					

- ❖ FBO can also view or print his acknowledgment receipt from the link “View/Print Acknowledgment Receipt” provided below the Challan as displayed in the fig above.
- ❖ Once clicked on the link the Acknowledgment Receipt would be generated as displayed in the fig below:-

Effective 5th July, 2014, FBOs in Karnataka state can utilize payment through Syndicate bank challan in FLRS. Effective 5th Aug, 2014, payment option through Treasury Challan is disabled in FLRS.

	Food Safety Commissioner (Govt. of Karnataka)	
Acknowledgement Receipt		
Reference Number	30140630165259223	
Name of Applicant	TEST	
Premises Address	TEST	
Kind of Business	Petty Retailer of snacks/tea shops	
Category of License	REGISTRATION	
Fee Paid	Rs. 100(1 Year(s))	
<p>Note: Your Application for Registration is provisionally accepted and assigned a reference number as mentioned above subject to your remittance of the required fees as printed in the Payment challan generated through the system in any of the nearest branch of Syndicate Bank.</p>		
<p>View Application Click go to Home Page!</p>		

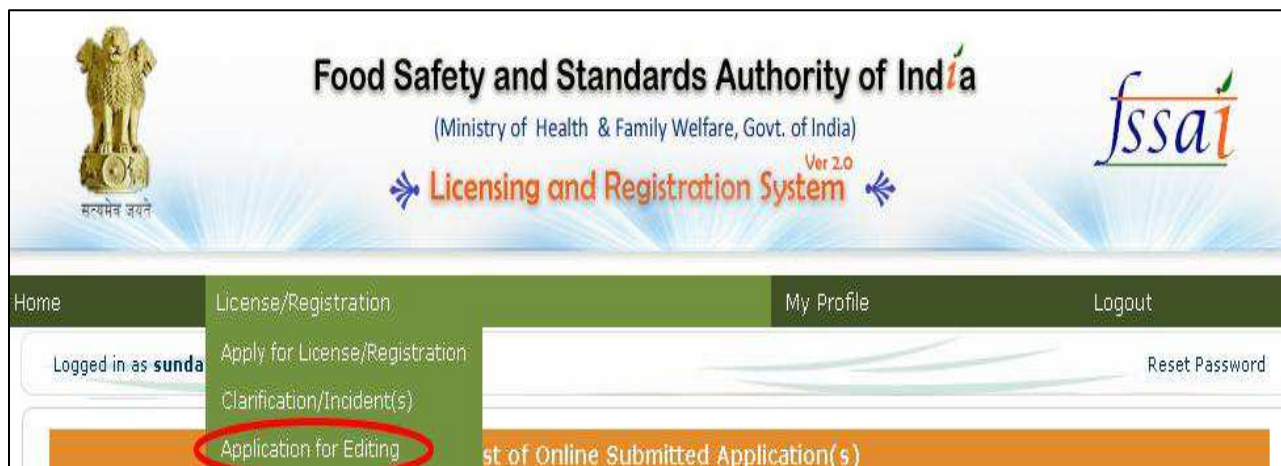
- ❖ Registration Certificate Application will be submitted successfully (Acknowledgment Receipt will be generated as shown in fig.) and online application will be forwarded to the respective Registration Authority once the requisite payment is made to any Syndicate Bank. Please note down the Reference Number generated for future reference.

Effective 5th July, 2014, FBOs in Karnataka state can utilize payment through Syndicate bank challan in FLRS. Effective 5th Aug, 2014, payment option through Treasury Challan is disabled in FLRS.

EDITING APPLICATION FORWARDED BY DO

Editing or Modification of the Application Forwarded by Designated Officer

- ❖ In the home page move the mouse over “License/Registration” and click on “Application for Editing” link to find the applications forwarded by Designated Officer for editing as shown in fig..



- ❖ It will redirect to the page for “Application for Modification” (ref below Fig.).

Home	License/Registration	Renewal	Modification	Duplicate / Surrender / Transfer	Logout		
Logged in as HelpDesk		My Profile		Reset Password			
Application for Modification - Central							
No Application found for Modification.							
Application for Modification - State							
SNo.	Reference No.	Application Submitted Date	Remark by DO	Action			
1	20140500200001031	09/05/2014	sa	Proceed Cancel Application			
Application for Modification - Registration							
Sl. No.	Reference No	Name of Company / Applicant	Application Type	Kind of Business	Application Received On	Sent Date	Action
1	30140522121215273	nnn	Renewal Certificate	Petty Retailer of snacks/tea shops	22/05/2014	View Remarks	Proceed Cancel

Modifying the Application

- ❖ To modify the application click on the “Proceed” link against the application (ref above fig).
- ❖ Once the application is sent for modification you can modify the details according to the Remarks by DO.

Effective 5th July, 2014, FBOs in Karnataka state can utilize payment through Syndicate bank challan in FLRS. Effective 5th Aug, 2014, payment option through Treasury Challan is disabled in FLRS.

- ❖ There are certain scenarios for which the DO's can send the application for modification to FBO.
- ❖ Invalid business or mismatching of business details.
- ❖ Improper submission of supporting documents.
- ❖ Other discrepancies.

Cancel Application

- ❖ To cancel the application click on the “**Cancel Application**” link against the application (ref above fig).
- ❖ If the application is send for modification for invalid business, you have no option to modify the “kind of business”. In this case you have to cancel the application and have to apply for new application.

Submitting Clarification(s)

- ❖ In the home page move the mouse over “License/Registration” and click on “Clarification/Incident(s)” link to find the applications forwarded by Designated Officer for Clarifications as shown in fig.

SNo.	Reference No./License No.	Subject	Deadline Date	Status	Action Required By	Action
1	20140500200001018	temp	08/06/2014	Close	No Action Required	Proceed

SNo.	Reference No./License No.	Subject	Deadline Date	Status	Action Required By	Action
1	30140513134230083	temp	14/05/2014	Close	No Action Required	Proceed

- ❖ Click on “Proceed” link against the application to proceed and submit the Clarification as desired by designated officer.

Effective 5th July, 2014, FBOs in Karnataka state can utilize payment through Syndicate bank challan in FLRS. Effective 5th Aug, 2014, payment option through Treasury Challan is disabled in FLRS.

Modification of Issued License

- ❖ Once the application is generated and issued user will get the option of “Modification “in FBO Login. Using this user can apply for modification such as adding new business, communication details etc. User has to pay 1 year fee for modification on generated license.

The screenshot shows the top navigation bar with 'Modification' highlighted. A dropdown menu is open, showing 'Apply for Modification in License / Registration' circled in red. Below the navigation bar, there are search filters for Application Status, License/Certificate Type, State, District, Application Process Status, Reference No., License / Registration No., and Action Required. Search and Clear Search buttons are at the bottom.

- ❖ Move the mouse over “Modification” (ref above fig.) and click on the “Apply for Modification in License/Registration” in the drop down list. You will get the page “List of state License or registration Certificate for Modification” with issued list would be shown:-

The screenshot shows the 'List of State License for Modification' table. The 'Action' column for the first row is circled in red, with the word 'Proceed' visible below it.

SNo.	License No.	Name	Company Name	Issued date	Expire date	Action
1	10414000000001	dipankar	test 002	04/04/2014	03/04/2018	Proceed

- ❖ To make any modification on any License select FORM ‘C’ or Non – Form ‘C’ and then click on proceed as shown in the below fig.

Effective 5th July, 2014, FBOs in Karnataka state can utilize payment through Syndicate bank challan in FLRS. Effective 5th Aug, 2014, payment option through Treasury Challan is disabled in FLRS.

The screenshot shows the FLRS application detail and modification page. The top navigation bar includes Home, License/Registration, Renewal, Modification, Duplicate / Surrender / Transfer, and Logout. The user is logged in as HelpDesk. The application details are as follows:

Application Detail(s)			
Name of Company/Organization/Applicant	: sip	License No.	: 10614002000001
Address	: gvdfgd, Canacona, South Goa	Issue Date	: 16/06/2013
Kind of Business	: Caterer	Expiry Date	: 15/06/2014

The License Modification section contains the following text:

If you wish to apply for modification in information printed on your license, Click on FORM 'C' below. If you wish to modify Non-FORM 'C' details like communication details, supporting documents, click on 'Non-Form 'C' below.

FORM 'C'(Fees Applicable) Non-Form 'C'(Fees Not Applicable)

Proceed Cancel

❖ After clicking on the **Proceed** link of that particular license. You will get a warning message box which is shown as below.

The warning message box contains the following text:

Are you sure to apply for Modification in license?
Note: If you click on OK and do not complete the application submission process of Modification in License, an application with Modification as APPTYPE shall get listed under Incomplete Application section in HOME Page. Once clicked on OK, the Issued License shall no more get listed in this page. Hence, decide before confirming OK.

OK Cancel

Once you click on the proceed link you have to complete the modification process. Otherwise the selected licence will be displayed under “Incomplete Application” section. So if you wish to continue click on the **OK** button (ref above fig.) and make the necessity modification and then submit the details.

Effective 5th July, 2014, FBOs in Karnataka state can utilize payment through Syndicate bank challan in FLRS. Effective 5th Aug, 2014, payment option through Treasury Challan is disabled in FLRS.

Modification of Issued Registration Certificate

- ❖ Once the application is generated and issued user will get the option of “Modification “in FBO Login. Using this user can apply for modification and user has to pay 1 year fee for modification on generated license.

SNo.	Registration No.	Name	Company Name	Issued date	Expire date	Action
1	20614001000002	temp	temp	21/05/2014	20/05/2016	Modify

Renewal of License

- ❖ The Issued License will start listing under Renewal Bin 60 days prior to expiry. FBO has to renew the FSS License to avoid penalties. If the License renewal date comes in the time frame of 30 days then FBO will have to pay penalty charges Rs 100/day. FBO will click on “Apply for Renewal of License” to initiate the process.

List of Application(s)

Application Status: Complete Application Incomplete Application

License/Certificate Type: Central License State License Registration

State:

District:

Reference No.

License / Registration No.

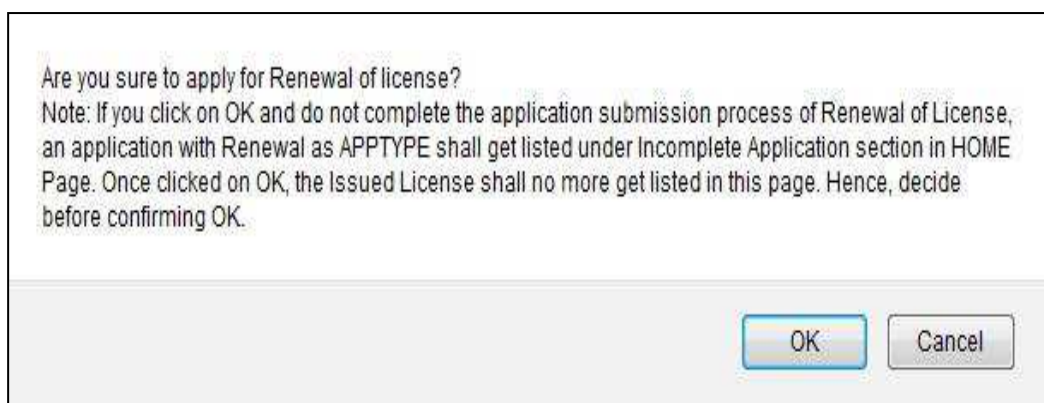
Click Search to View your Result

- ❖ Place pointer on “Renewal” (ref above fig.) and click on the “Apply for Renewal of License” in the drop down list. You will get the page “List of Licenses for Renewal”

Effective 5th July, 2014, FBOs in Karnataka state can utilize payment through Syndicate bank challan in FLRS. Effective 5th Aug, 2014, payment option through Treasury Challan is disabled in FLRS.

Home	License/Registration	Renewal	Modification	Duplicate / Surrender / Transfer	Logout	
Logged in as HelpDesk		My Profile Reset Password				
List of Central License for Renewal						
No application is available for renewal						
List of State License for Renewal						
SNo.	License No.	Name	Company Name	Issued date	Expire date	Action
1	10614002000001	temp	sip	16/06/2013	15/06/2014	Proceed

- ❖ To apply for Renewal on any License, click on the **Proceed** link of that particular license. The warning message box will be displayed as shown below.

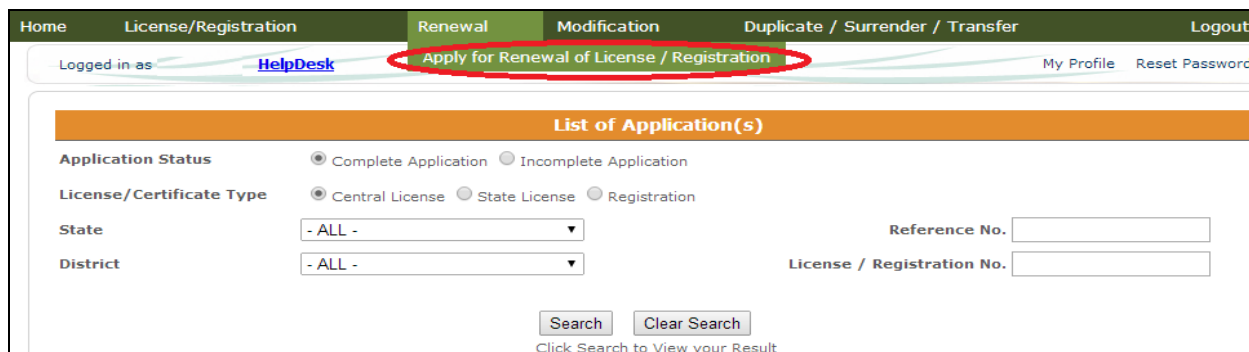


- ❖ Once the FBO clicks on “OK” button the License Renewal Process has to be completed. Otherwise the selected licence will be displayed under “Incomplete Application” section. So if the FBO wish to continue click on the **OK** button (ref above fig.) and submit the application for License Renewal.

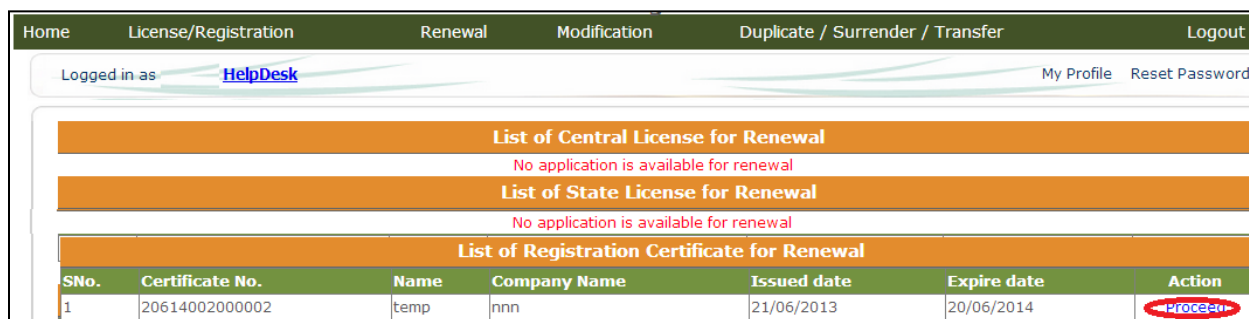
Renewal of Registration Certificate

- ❖ The Issued Registration Certificate will start listing under Renewal Bin 60 days prior to expiry. FBO will click on “Apply for Renewal of License” to initiate the process.

Effective 5th July, 2014, FBOs in Karnataka state can utilize payment through Syndicate bank challan in FLRS. Effective 5th Aug, 2014, payment option through Treasury Challan is disabled in FLRS.



To apply for Renewal on any License, click on the **Proceed** link of that particular Registration Certificate.



Surrender of License/ Registration by FBO.

A separate bin will be created stating Duplicate/ Surrender on FBO home page. When FBO clicks on Duplicate/surrender in order to apply for surrender of License FBO will click on Apply for Duplicate/ Surrender of License the entire list of state license which have been issued will be listed there.

As shown below:-

Effective 5th July, 2014, FBOs in Karnataka state can utilize payment through Syndicate bank challan in FLRS. Effective 5th Aug, 2014, payment option through Treasury Challan is disabled in FLRS.

A button against each issued license will be provided “Apply for surrender of license” so that FBO can apply to surrender his/her license.

Similarly, When FBO clicks on Duplicate/surrender in order to apply for surrender of Registration Certificate FBO will click on Apply for Duplicate/ Surrender of Certificate(s) the entire list of Registration Certificates which have been issued will be listed there.

A button against each issued certificate will be provided “surrender” so that FBO can apply to surrender his/her certificate.

As shown below:-

Effective 5th July, 2014, FBOs in Karnataka state can utilize payment through Syndicate bank challan in FLRS. Effective 5th Aug, 2014, payment option through Treasury Challan is disabled in FLRS.

Apply for duplicate license by paying 10% of the license/registration fee.

A separate bin will be created stating Duplicate/ Surrender on FBO home page. When FBO clicks on Duplicate/surrender in order to apply for duplicate License FBO will click on Apply for Duplicate/ Surrender of License the entire list of state license which have been issued will be listed there.

The screenshot shows the FLRS web application interface. At the top, there is a navigation bar with tabs: Home, License/Registration, Renewal, Modification, Duplicate / Surrender / Transfer, and Logout. Below the navigation bar, there is a 'Logged in as' section with a 'HelpDesk' link. A dropdown menu for 'License Type' is set to 'Issued Licenses'. Below this, there are two sections: 'List of Central License Issued' (with a message 'No Issued License available') and 'List of State License Issued'. The 'List of State License Issued' section contains a table with the following data:

Sl. No.	License No.	Company Name	Kind of Business	Issued date	Expire date	Action
1	11214333000016	test q	Caterer	16/06/2014	15/06/2015	Duplicate Surrender Transfer

Similarly, When FBO clicks on Duplicate/surrender in order to apply for duplicate Registration Certificate FBO will click on Apply for Duplicate/ Surrender of Certificate(s) the entire list of Registration Certificates which have been issued will be listed there.

A button against each issued certificate will be provided “duplicate” so that FBO can apply for duplicate certificate.

Effective 5th July, 2014, FBOs in Karnataka state can utilize payment through Syndicate bank challan in FLRS. Effective 5th Aug, 2014, payment option through Treasury Challan is disabled in FLRS.

Home License/Registration Renewal Modification Duplicate / Surrender Logout

Logged in as **State Test** Apply for Duplicate / Surrender of License(s)
Apply for Duplicate / Surrender of Certificate(s)

Select Certificate Type

List of Certificate Issued

Sl. No.	Registration No	Name of Company / Applicant	Kind of Business	Issued Date	Expire Date	Action
1	20813003000035	TEST 704.	Petty Retailer of snacks/tea shops	03/09/2013	02/10/2013	Duplicate Surrender
2	20813003000033	TEST 702	Meat processing units	10/11/2013	09/11/2014	Duplicate Surrender
3	20813003000032	TEST 652	Slaughtering units	16/11/2013	15/11/2014	Duplicate Surrender
4	20813003000031	TEST 460	Petty Retailer of snacks/tea shops	02/09/2013	01/09/2015	Duplicate Surrender
5	20813003000026	TEST 505	Petty Retailer of snacks/tea shops	31/08/2013	31/12/2013	Duplicate Surrender
6	20813003000025	TEST 501	Petty Retailer of snacks/tea shops	31/08/2013	26/08/2016	Duplicate Surrender
7	20813003000024	TEST 901	Hawker (Itinerant / Mobile food vendor)	01/10/2013	30/09/2018	Duplicate Surrender
8	20813003000023	TEST 903	Meat processing units	01/10/2013	30/09/2016	Duplicate Surrender
9	20813003000021	TEST 813	Hawker (Itinerant / Mobile food vendor)	01/10/2013	30/09/2014	Duplicate Surrender
10	20813003000020	TEST 812	Petty Retailer of snacks/tea shops	30/08/2013	30/09/2013	Duplicate Surrender
11	20813003000022	TEST 814.	Hawker (Itinerant / Mobile food vendor)	30/08/2013	30/09/2013	Duplicate Surrender
12	20813003000008	TEST 712	Petty Retailer of snacks/tea shops	30/08/2013	28/08/2016	Duplicate Surrender
13	20813003000018	TEST 807	Restaurants	30/09/2013	29/09/2017	Duplicate Surrender
14	20813003000010	TEST 714	Petty Retailer of snacks/tea shops	30/08/2013	28/08/2016	Duplicate Surrender
15	20813003000017	TEST 806	Meat processing units	30/08/2013	29/08/2016	Duplicate Surrender

1 2

Transfer of State License & registration Certificate

Note: Only applicable in case of death of the license holder

The module will facilitate the FBO's to transfer their FSS license/Registration Certificate.

Change:-

To transfer the Issued license FBO will login into their FLRS account and will point there mouse over Duplicate/Surrender/Transfer. In order to transfer License FBO will click on Apply for Duplicate/Surrender/Transfer of License(s) and to transfer Registration certificate FBO will click on Apply for Duplicate/Surrender/Transfer of Certificate(s). Please refer to screen shot below:-

Effective 5th July, 2014, FBOs in Karnataka state can utilize payment through Syndicate bank challan in FLRS. Effective 5th Aug, 2014, payment option through Treasury Challan is disabled in FLRS.

The screenshot shows the top navigation bar with options: Home, License/Registration, Renewal, Modification, Duplicate / Surrender / Transfer, and Logt. Below the navigation bar, it says 'Logged in as State Test' with a 'HelpDesk' link. The 'Duplicate / Surrender / Transfer' menu is expanded, showing two options: 'Apply for Duplicate / Surrender / Transfer of License(s)' and 'Apply for Duplicate / Surrender / Transfer of Certificate(s)'. Below this is a section titled 'List of Application(s)' with filters for 'Application Status' (Complete Application selected, Incomplete Application), 'License/Certificate Type' (Central License selected, State License, Registration), 'State' (- ALL -), and 'District' (- ALL -). There are also input fields for 'Reference No.' and 'License / Registration No.', and 'Search' and 'Clear Search' buttons.

Once FBO clicks on Apply for Duplicate/Surrender/Transfer of License(s), all the issued licenses will be displayed. To transfer the state license FBO will click on Transfer. Please refer to screen shot below:-

List of State License Issued						
Sl. No.	License No.	Company Name	Kind of Business	Issued date	Expire date	Action
1	10113004000318	sat test	Manufacturer	26/09/2013	26/08/2016	Duplicate Surrender Transfer
2	10113004000320	fame test	Relabeller,Manufacturer	28/09/2013	27/09/2016	Duplicate Surrender Transfer
3	10113004000321	Complete pdf test	Manufacturer,Relabeller,Caterer,Distributor,Hotel,Marketer,Restaurants,Retailer,Storage (Cold / Refrigerated),Storage (Controlled Atmosphere + Cold),Storage (Except Controlled Atmosphere and Cold),Supplier,Wholesaler,Food Catering Services,Transporter	07/10/2013	06/10/2016	Duplicate Surrender Transfer
4	10113004000322	test generation	Manufacturer,Relabeller,Repacker,Club/Canteen,Food vending Establishment,Hotel,Marketer,Restaurants,Retailer,Storage (Cold / Refrigerated),Storage (Controlled Atmosphere + Cold),Storage (Except Controlled Atmosphere and Cold),Supplier,Wholesaler,Food Catering Services,Transporter	08/10/2013	07/10/2016	Duplicate Surrender Transfer
5	10113004000324	complete test info	Manufacturer,Relabeller,Repacker,Distributor,Hotel,Marketer,Restaurants,Retailer,Storage (Cold / Refrigerated),Storage (Controlled Atmosphere + Cold),Storage (Except Controlled Atmosphere and Cold),Supplier,Wholesaler,Food Catering Services,Transporter	09/10/2013	08/10/2014	Duplicate Surrender Transfer

On clicking on Transfer the pre-filled form 'b' will be opened which was submitted at the time of license generation. FBO will not be able to amend any details in relate to address, KOB & product details. Only the new name of the company can be given along with relevant document and remark.

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Person in charge of operations			
Name	TEST	Pin Code	111111
Qualification	TEST	Contact No.	
Address		Mobile No.	1111111111
State	Goa	Email-ID	ss@dfg.hgfh
District	South Goa	Photo ID	Aadhar Card,11111111
Person responsible for complying with conditions of License			
Name	TEST	Pin Code	111111
Qualification	TEST	Contact No.	
Address		Mobile No.	1111111111
State	Goa	Email-ID	ss@dfg.hgfh
District	South Goa	Photo ID	Aadhar Card,11111111
New Company Name *	<input type="text"/>		
Death Certificate *	<input type="button" value="Choose File"/> No file chosen	<input type="button" value="Upload"/>	
Legal Heir Certificate *	<input type="button" value="Choose File"/> No file chosen	<input type="button" value="Upload"/>	
Date of Death of license holder*	<input type="text"/>		
Remarks *	<input type="text"/>		
Note : Transfer is applicable only in case of death of the license holder.			
		<input type="button" value="Proceed"/>	<input type="button" value="Cancel"/>

After filling all the mandatory details FBO will click on proceed and the application for transfer of license will be submitted to corresponding DO. Please refer to screen shot below.

Home	License/Registration	Renewal	Modification	Duplicate / Surrender / Transfer	Logout
Logged in as State Test HelpDesk		My Profile Reset Password			
Transfer of License					
Your transfer application has been submitted successfully. Your Application Ref. No. is 20131000200055722 Click here to go home					

Transfer of Registration Certificate

Note: Transfer of Registration certificate is applicable in case of death of the certificate holder only.

Only the name of the FBO/Company and Photo of the certificate holder can be changed without paying any fee.

FBO LOGIN

Go to following link:

Duplicate/Surrender/Transfer → Apply for Duplicate/Surrender/Transfer of Certificate (s)
Effective 5th July, 2014, FBOs in Karnataka state can utilize payment through Syndicate bank challan in FLRS. Effective 5th Aug, 2014, payment option through Treasury Challan is disabled in FLRS.

Once FBO clicks on Apply for Duplicate/Surrender/Transfer of Certificate(s), all the issued Certificates will be displayed. To transfer the state license FBO will click on Transfer.

List of Certificate Issued						
Sl. No.	Registration No	Name of Company / Applicant	Kind of Business	Issued Date	Expire Date	Action
1	20813002000002	Food Products Ltd.	Meat processing units Permanent / Temporary Stall Holder Dairy units including milk chilling units equipped to handle or process Vegetable oil processing units and units producing vegetable oil by the process of solvent extraction and refineries including oil expeller unit Slaughtering units(Large animals) Meat processing units Storage (Except Controlled Atmosphere and Cold)	18/10/2013	17/10/2014	Duplicate Surrender Transfer
2	20113004001539	aaaaaaaaaaaa	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	08/10/2013	07/10/2014	Duplicate Surrender Transfer
3	20813002000001	sakdfjsdklf	Slaughtering units(Poultry birds) Petty Retailer of snacks/tea shops	18/10/2013	17/10/2014	Duplicate Surrender Transfer

On clicking on Transfer, FBO will not be able to amend any details in relate to address, KOB & product details. Only the new name of the company can be given along with relevant document and remark.


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Logged in as **State Test** Reset Password

Transfer Application Detail(s)

Name of Company / Applicant :	afasdf	Address :	28, 3 - kripa road
Certificate No :	20813002000002		
Kind of Business :	Meat processing units Permanent / Temporary Stall Holder		

Apply for Transfer Certificate

Company Name*:	<input type="text" value="FOOD WORLD"/>
Death Certificate *: (doc,docx,pdf,xls,xlsx,jpg,jpeg) (Max File size is 3mb)	View Delete
Legal Heir Certificate *: (doc,docx,pdf,xls,xlsx,jpg,jpeg) (Max File size is 3mb)	View Delete
Photo of Applicant *: (jpg,jpeg,bmp,png) (Max File size is 3mb)	View Delete
Date of Death *:	<input type="text" value="16/10/2013"/> 
Remarks for Transfer*:	<input type="text" value="OK"/>

Note: Transfer is applicable only in case of death of the certificate holder.

After clicking on proceed the application will be submitted.

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

Logged in as **State Test** Reset Password

For Reference Id: 20131000300077073.You applied for transfer certificate successfully.

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FBO SUPPORT

Forgot Password

- ❖ In case you are not able to login, please reset your password by clicking on “Forgot Password” link (as shown in below fig.) or contact support team.

Food Safety and Standards Authority of India
(Ministry of Health & Family Welfare, Govt. of India)
Licensing and Registration System Ver 2.0

User Name: Password: Sign In **Forgot Password?** Sign-up (For Self-Care Portal)

Guidelines
About Licensing/Registration
How to Apply
Fee Structure
Document Checklist
Rules of Submission
Application Flow
FAQ's

Check your Eligibility
Licensing Registration
Central State

Check Your Eligibility
[Tool to check your eligibility on Licensing/Registration]

Latest Announcements
The Food Safety and Standards Rules, 2011
Food Safety and Standards (Licensing and Registration of Food businesses) regulation, 2011

Track Your Application Status
Enter Application Reference No. Go

Download User Reference Manual

Email at : licensing@fssai.gov.in

About Online System
FSSAI provides an opportunity for Food Business Operators (FBOs) to apply for Registration/Licensing through online Registration/Licensing System. It also provides an option to track the status of application online through a Application Reference No. provided by the system during the submission of application.
The FBOs should take a print out of the Online Application Form generated through the system and submit the application to Regional Authority/State Authority with all supportive documents within fifteen days from the date of submission of application online.
FBO can register themselves online for the username and password (or) by providing the contact details can apply for Licensing / Registration.

- ❖ Enter your User ID
- ❖ Enter Your Registered Email ID (OR)
- ❖ Select the Security Question and provide the answer.
- ❖ Click on **Submit** button. The password will be reset and the new password will be sent to the Registered Email ID.

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Forget Password

Please Enter the following details

Enter Your User ID: *

Enter Your Registered Email ID:

OR

Security Question: ▼

Answer:

Reset Password

❖ To reset your Password click on “Reset Password” link (as shown in below fig).



Food Safety and Standards Authority of India
(Ministry of Health & Family Welfare, Govt. of India)

Licensing and Registration System Ver 2.0



[Home](#) [License/Registration](#) [Renewal](#) [Modification](#) [Transfer](#) [Return\(s\)](#) [My Profile](#) [Logout](#)

Logged in as test Reset Password

List of Online Submitted Application(s)

[+ Click to View](#)

List of Incomplete Application(s)

[+ Click to View](#)

Effective 5th July, 2014, FBOs in Karnataka state can utilize payment through Syndicate bank challan in FLRS. Effective 5th Aug, 2014, payment option through Treasury Challan is disabled in FLRS.

Edit /Update Profile

- ❖ To modify the profile details, click on 'Edit /Update Profile' under heading "My Profile" as shown in fig and then click on Edit button.

The screenshot displays the FSSAI web portal interface. At the top, there is a header with the FSSAI logo and the text 'Food Safety and Standards Authority of India (Ministry of Health & Family Welfare, Govt. of India) Licensing and Registration System Ver 2.0'. Below the header is a navigation menu with options: Home, License/Registration, Renewal, Modification, Transfer, Return(s), My Profile, and Logout. The user is logged in as 'test', and there is a 'Reset Password' link. The main content area is titled 'Food Business Operator (FBO) Profile' and contains a 'User Details' section with the following information:

Name of the Applicant*	test	Company *	test
Address	test	Email-ID*	test@test.com
State*	Andhra Pradesh	Mobile No.*	+ 91 - 9999999999
District*	Adilabad	Security Question*	What is your vehicle registration number?
Postal Pin Code*	222222	Answer*	451

At the bottom of the 'User Details' section, there are two buttons: 'Edit' (circled in red) and 'Cancel'.

- ❖ Modify the required fields and click on 'Update' to save the changes as shown in fig.

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The screenshot displays the FSSAI website interface. At the top, there is the FSSAI logo and the text "Food Safety and Standards Authority of India (Ministry of Health & Family Welfare, Govt. of India) Licensing and Registration System Ver 2.0". Below this is a navigation menu with options: Home, License/Registration, Renewal, Modification, Transfer, Return(s), My Profile, and Logout. The user is logged in as "test". The main content area is titled "Food Business Operator(FBO) Profile" and contains a form for updating user details. The form fields are as follows:

User Details	
Name of the Applicant*	test
Company *	test
Address	test
Email-ID*	test@test.com
State*	Andhra Pradesh
Mobile No.*	+ 91 - 9999999999
District*	Adilabad
Security Question*	What is your vehicle registration number?
Postal Pin Code*	222222
Answer*	451

At the bottom of the form, there are two buttons: "Update" (circled in red) and "Cancel".

Support

- ❖ Telephone numbers: 011 – 65705552 / 64672224 {Monday – Friday (9:30 a.m. – 6:00 p.m.)}
{Saturday 9:30 a.m. – 1:00 p.m.}}
- ❖ E-mail id : licensing@fssai.gov.in

Effective 5th July, 2014, FBOs in Karnataka state can utilize payment through Syndicate bank challan in FLRS. Effective 5th Aug, 2014, payment option through Treasury Challan is disabled in FLRS.