

DOCUMENT CHECKLIST FOR FSSAI

Documents required for applying for Registration- Basic FSSAI Registration

- ❖ Declaration Form
- ❖ Authority Letter
- ❖ 3 Passport Size Photographs - (Proprietor / Partner / Director)
- ❖ Photo Identity of FBO.
- ❖ Proof of possession of Place of Business such as Rent Agreement, NOC etc.
- ❖ Electricity Bill or Water Bill of the business premises
- ❖ Property Tax Bill
- ❖ Product List to be dealt with.
- ❖ Constitution of Business such as Incorporation Certificate, Partnership Deed etc.
- ❖ Plan stating Food Safety Management System.
- ❖ Form-A Completed and Signed

Documents required for obtaining FSSAI State License

- ❖ Form B duly completed and signed
- ❖ Plan of the processing unit showing the dimensions and operation-wise area allocation
- ❖ List of Directors/ Partners/ Proprietor with address, contact details, and photo ID
- ❖ Name and list of equipment and machinery used with the number and installed capacity
- ❖ List of food category to be manufactured
- ❖ Authority letter from manufacturer nominated a responsible person name and address
- ❖ Analysis report of water to be used in the process to confirm the portability
- ❖ Proof of possession of premises- Electricity Bill (latest)
- ❖ Index Copy (if the applicant is the owner of the place)
- ❖ Rent Agreement, if applicable
- ❖ Property Tax Bill of Business premises
- ❖ 2 Passport Size Photographs - (Proprietor / Partner / Director)
- ❖ Shop & Establishment Certificate with Professional Tax Certificate
- ❖ PAN of the Business (Partnership / Private Limited Company / LLP)
- ❖ MOA /AOA of Private Limited Company and LLP Agreement of LLP
- ❖ Certificate of Incorporation of LLP / Private Limited Company
- ❖ Partnership deed/ affidavit of proprietorship
- ❖ B. U. Permission / Impact Fee Receipt
- ❖ Medical Certificate Of Workers
- ❖ NOC and copy of License from the manufacturer
- ❖ Copy of certificate obtained under Coop Act 1861/Multi state Coop Act 2002

DOCUMENT CHECKLIST FOR FSSAI

Documents required for obtaining Central License

- ✦ Form B duly completed and signed
- ✦ PAN CARD (Proprietor / Partner / Director)
- ✦ Address Proof and Identity of the Partners/ Proprietor/ Director
- ✦ List of Directors/ Partners/ Proprietor with address and contact details
- ✦ PAN of the Business (Partnership / Private Limited Company / LLP)
- ✦ MOA /AOA of Private Limited Company and LLP Agreement of LLP
- ✦ Certificate of Incorporation of LLP / Private Limited Company
- ✦ Partnership deed/ affidavit of proprietorship
- ✦ Plan of the processing unit showing the dimensions and operation-wise area allocation
- ✦ Name and list of equipment and machinery used for manufacturing along with Quantity, details of Horse Power and Production Capacity
- ✦ Photographs of Machinery and Lab Instruments
- ✦ List of food category to be manufactured
- ✦ List of products along with ingredient and additives list to be manufactured
- ✦ Authority letter from manufacturer nominated a responsible person name and address
- ✦ Analysis report of water to be used in the process to confirm the portability.
 - ✦ - Water Report as per IS 10500 from a NABL Accredited Lab
 - ✦ - Water Report as per IS 14543 from a NABL Accredited Lab
(Required For Packaged Drinking Water Only)
- ✦ BIS Certificate (Required for Packaged Drinking Water only)
- ✦ Source of raw material for milk, meat etc (only required for Milk/ meat unit)
- ✦ Ministry of Commerce Certificate for 100% EOU
- ✦ IE code document issued by DGFT
- ✦ Certificate from Ministry of Tourism
- ✦ Proof of possession of premises- Electricity Bill (latest)
- ✦ Index Copy (if the applicant is the owner of the place)
- ✦ Rent Agreement, if applicable
- ✦ Property Tax Bill of Business premises
- ✦ Blueprint of the area (Layout Plan)
- ✦ FSSAI License Certificate of Manufacturer along with NOC copy (required for RePacker)
- ✦ Shop & Establishment Certificate with Professional Tax Certificate
- ✦ Balance Sheet and P&L Statement of Financial Year (For Wholesaler/Retailer/ Supplier/Distributor KOB)
- ✦ NOC and copy of License from the manufacturer
- ✦ Food safety management system plan or certificate
- ✦ NOC from the municipality or local body
- ✦ CGWA NOC if the water is been used from bore-well, if not than an undertaking of water supply along with valid proof (If the units are situated within the limits of Gandhinagar, Kalol, Mansa and Mehsana)
- ✦ Supporting document for proof of turnover and transportation