

How to apply for modification of license?

Step 1: After logging in, navigate to “Modification” and select “Apply for Modification in License/Registration”.

Dashboard

License/Registration

Renewal

Modification

Apply for Modification in License / Registration

Non-Form 'C' Modification Status

Surrender / Transfer

Annual Return

Inspection

Apply for Modification

Application Type:

Select Type

Search

Clear Search

Step 2: Choose the license/registration to modify and proceed with modification process.

Apply for Modification

License

Sl.No.	License No./Ref. Id	Name	Company Name	Issued date	Expiry date	License Category	KOB	Action
1	10620001000005/ 22001271047487359	Hemant Khurana	New Company Address 123, Bardez, North Goa, Goa, 111111	27-01-2020	26-01-2021	State License	View KOB	Proceed
2	10020025000022/ 12001271047487343	Hemant Khurana	New Company Check, North Goa, Goa, 111111	27-01-2020	26-01-2021	Central License	View KOB	Proceed
3	10020025000020/ 12001251047487332	Hemant Khurana	New Company Goa smoke testing 25-1-20, North Goa, Goa, 111111	25-01-2020	24-01-2021	Central License	View KOB	Proceed
4	10620001000003/ 22001211047487314	Hemant Khurana	New Company Gitlab issue 259, Bardez, North Goa, Goa, 111111	21-01-2020	20-01-2021	State License	View KOB	Proceed
5	13120001000001/ 22001181047487225	Hemant Khurana	New Company 123 Baker Street, Randha, Dadra & Nagar Haveli, Dadra & Nagar Haveli, 192101	18-01-2020	29-02-2020	State License	View KOB	Proceed
6	10020025000015/ 12001171047487136	Hemant Khurana	New Company Somke testing 17-1-20, North Goa, Goa, 111111	17-01-2020	16-01-2021	Central License	View KOB	Proceed

Step 3: Select the details which you want to change. There are two types of modification as explained below:

- **Scenario 1:** If you select any (or all) of the top three category or top three along with any of the last two categories then it is called normal modification and everything will be modifiable in application. For instance, if user selects any one of the options like Company Name, Registered office address details or kind of business/product/quantity details and selects any one or both the last two options then all the sections will be modifiable by user. Look into the figures below for reference:

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License/Registration

Renewal

Modification

Apply for Modification in License / Registration

Non-Form 'C' Modification Status

Surrender / Transfer

Annual Return

Application Detail(s)

Name of Company/Organization:	DADAR nine Fssai	License Number:	10020023000001
Address:	123 Baker Street, Dadra & Nagar Haveli, Dadra & Nagar Haveli, 192101	Issue Date:	09-01-2020
Kind of Business:	Manufacturer, Food or Health Supplements, Nutraceuticals etc.	Expiry Date:	08-01-2023

License Modification

Kindly select the details you want to change:

<input checked="" type="checkbox"/>	Company Name
<input checked="" type="checkbox"/>	Registered Office Address Details
<input type="checkbox"/>	Kind Of Business/Product/Quantity Details
<input checked="" type="checkbox"/>	Contact Details
<input type="checkbox"/>	Supporting Documents

Proceed

Cancel

Dashboard

License/Registration

Renewal

Modification

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Application Detail(s)

Name of Company/Organization:	DADAR nine Fssai	License Number:	10020023000001
Address:	123 Baker Street, Dadra & Nagar Haveli, Dadra & Nagar Haveli, 192101	Issue Date:	09-01-2020
Kind of Business:	Manufacturer, Food or Health Supplements, Nutraceuticals etc.	Expiry Date:	08-01-2023

License Modification

Kindly select the details you want to change:

<input checked="" type="checkbox"/>	Company Name
<input checked="" type="checkbox"/>	Registered Office Address Details
<input type="checkbox"/>	Kind Of Business/Product/Quantity Details
<input type="checkbox"/>	Contact Details
<input type="checkbox"/>	Supporting Documents

Proceed

Cancel

Dashboard

License/Registration

Renewal

Dashboard

License/Registration

Renewal

Modification

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Non-Form 'C' Modification Status

Surrender / Transfer

Annual Return

Application Detail(s)

Name of Company/Organization:

DADAR nine Fssai

License Number:

10020023000001

Address:

123 Baker Street, Dadra & Nagar Haveli, Dadra & Nagar Haveli, 192101

Issue Date:

09-01-2020

Kind of Business:

Manufacturer, Food or Health Supplements, Nutraceuticals etc.

Expiry Date:

08-01-2023

License Modification

Kindly select the details you want to change:

☐ Company Name

☐ Registered Office Address Details

☐ Kind Of Business/Product/Quantity Details

☒ Contact Details

☒ Supporting Documents

Proceed

Cancel

- **Scenario 2:** If any of the last two categories is selected or both are selected then it is called Non-form C Modification and only those fields will be modifiable which are not printed on license and rest all other details will be modifiable. For instance, selecting Contact Details or Supporting Documents or both. Look into figures below for reference:

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License/Registration

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Modification

Apply for Modification in License / Registration

Non-Form 'C' Modification Status

Surrender / Transfer

Annual Return

Application Detail(s)

Name of Company/Organization:

DADAR nine Fssai

License Number:

10020023000001

Address:

123 Baker Street, Dadra & Nagar Haveli, Dadra & Nagar Haveli, 192101

Issue Date:

09-01-2020

Kind of Business:

Manufacturer, Food or Health Supplements, Nutraceuticals etc.

Expiry Date:

08-01-2023

License Modification

Kindly select the details you want to change:

☐ Company Name

☐ Registered Office Address Details

☐ Kind Of Business/Product/Quantity Details

☒ Contact Details

☐ Supporting Documents

Proceed

Cancel

Step 4: Proceed with Form B modification, fill and modify details which require changes. On “Required Documents” page, upload all documents again in both scenarios, fill in the purpose of modification, tick check box for accepting declaration and click on “Save & Next” to proceed.

Premises Detail

Product Selection

Communication Details

Required Document

Payments

Premises Address: Address 111, North Goa, Goa, 111111

Company Name: New Company

Kind of Business	License Category	Eligibility
Storage (Except Controlled Atmosphere and Cold)	Central License	Capacity more than 50,000 MT

S.No.	Document Description	Upload Document(s) (Max File Size:2MB,type:pdf,jpeg,jpg,png)
1	List of Directors with full address and contact details(mandatory for companies only)	<div>Choose FileNo file chosen</div> <div>Upload</div>
2	Food Safety Management System plan or certificate (if any)	<div>Choose FileNo file chosen</div> <div>Upload</div>
3	Declaration Form	<div>Choose FileNo file chosen</div> <div>Upload</div>
4	Photo I.D and address proof issued by Government authority of Proprietor/Partner/Director(s)/Authorised Signatory.	<div>Choose FileNo file chosen</div> <div>Upload</div>
5	Proof of possession of premises. (Sale deed/ Rent agreement/ Electricity bill, etc.)	<div>Choose FileNo file chosen</div> <div>Upload</div>
6	Partnership Deed/Self Declaration for Proprietorship/Memorandum & Articles of Association towards the constitution of the firm	<div>Choose FileNo file chosen</div> <div>Upload</div>
7	Form IX: Nomination of Persons by a Company along with the Board Resolution	<div>Choose FileNo file chosen</div> <div>Upload</div>
8	Proof of Expected Annual Turnover(self-attested)	<div>Choose FileNo file chosen</div> <div>Upload</div>

Other Document

Sl. No.	Document Description	Upload Document(s) (Max File Size:2MB,type:pdf,jpeg,jpg,png)
	<div></div> <div>(ex. NOC from different departments such as CGWA,Local bodies etc.)</div>	<div>Choose FileNo file chosen</div> <div>Upload</div>

Reason/Purpose of Modification:*

☐ I/We declare that –

I/We have read,understood and shall abide all provisions of FSS Act,2006 and Rules, Regulations made therein and orders issued from time to time applicable to declared food business.

I/We have food safety plan to ensure that articles of food mentioned in form satisfy the requirements of FSS Act 2006 and Rules and Regulations made thereunder.

Our facility shall comply with the general hygiene and sanitary requirements as mentioned in the Schedule 4 of the FSS (Licensing and Registration of Food Businesses) Regulations, 2011.

I/We shall abide with all conditions of license.

Expected capacity of the business is to the best of my knowledge. I/We will modify our License as and when our eligibility in the mentioned criteria for License changes.

I will be responsible for Permissions/No Objection Certificates from other Govt. bodies wherever required.

I 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.

Previous

Save & Next

Step 5: A green pop up will appear on top right corner of page to confirm that the modification is successfully submitted and the concerned officer will take further course of action to generate license.

