

Documents to be enclosed for New Application for License to State Licensing Authority

1. Blueprint/layout plan of the processing unit showing the dimensions in metres/square metres and operation-wise area allocation (mandatory for manufacturing and processing units only)
2. List of Directors with full address and contact details (mandatory for companies only)
3. Name and List of Equipment's and Machinery along with the number, installed capacity and horse power used (mandatory for manufacturing and processing units only)
4. Photo I.D and address proof issued by Government authority of Proprietor / Partner / Director(s) / Authorised Signatory. (optional)
5. List of food category desired to be manufactured. (In case of manufacturers)
6. 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. (for manufacturers / processors)
7. Analysis report (Chemical & Bacteriological) of water to be used as ingredient in food from a recognized/ public health laboratory to confirm the potable (mandatory only for manufacturing and processing units only)
8. Proof of possession of premises. (Sale deed/ Rent agreement/ Electricity bill, etc.) (optional)
9. Partnership Deed/Self Declaration for Proprietorship /Memorandum & Articles of Association towards the constitution of the firm. (optional) – For MoA - Three pages need to be uploaded (First page - Certification of incorporation, Second page - Authorization of food business activity and Third page - list of directors with addresses)
10. Copy of certificate obtained under Coop Act - 1861/Multi State Coop Act - 2002 in case of Cooperatives. (wherever applicable)
11. NOC & Copy of License from manufacturer (mandatory for relabellers and repackers only).
12. Food Safety Management System plan or certificate (if any)
13. Source of milk or procurement plan for milk including location of milk collection centres etc. in case of Milk and Milk Products processing units. (wherever applicable)
14. Source of raw material for meat and meat processing plants. (wherever applicable)
15. Pesticide residues report of water in case of units manufacturing packaged drinking water, packaged Mineral water and/or carbonated water from a recognised/ public health laboratory
16. Recall plan wherever applicable, with details on whom the product is distributed. (optional)
17. NOCs from Municipality or local body. (optional)
18. Form IX: Nomination of Persons by a Company along with the Board Resolution.
19. Certificate provided by Ministry of Tourism (HRACC) (Applicable for Hotels only)
20. For Transporters-Supporting documentary proof for Turnover or self declaration of number of vehicles
21. Upload Production unit photograph
22. Undertaking from FBO on letter head (Only for Proprietary Foods).
23. Declaration Form