**User Manual** 

for

**E-commerce License** 

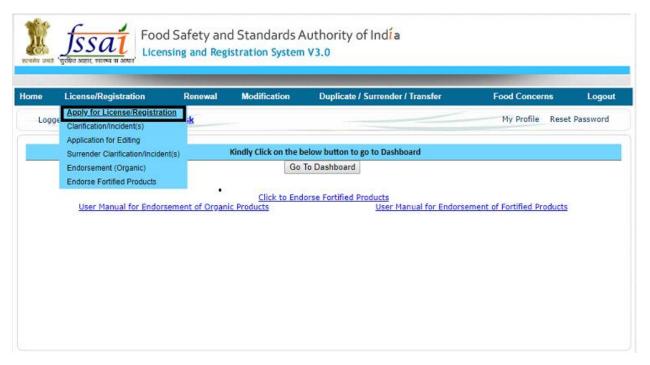
(New License and Modification)

# 1. Process for New License

# **Step 1:**

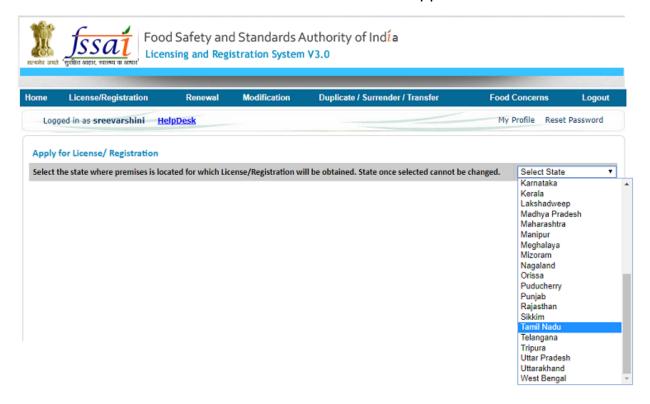
FBO(Food Business Operator) should click on the Apply for new License/Registration

"License/Registration">>" Apply for new License/Registration"



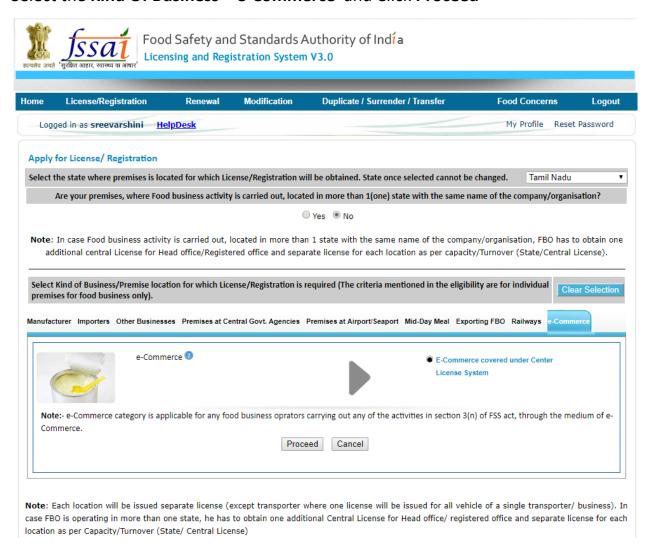
# Step- 2:

# Now the FBO can select the state in which license is applied for



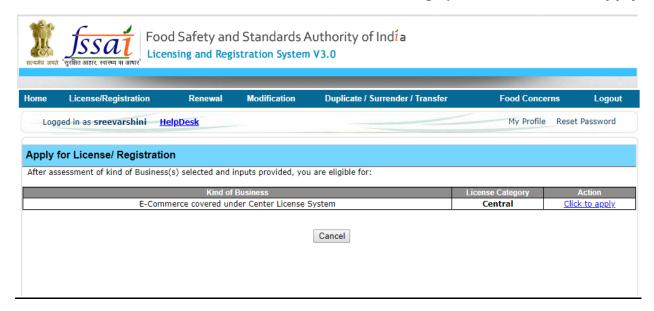
#### <u>Step-3:</u>

#### Select the Kind Of Business - e-Commerce and Click Proceed



# Step-4:

# E-Commerce License is covered under central Licensing system Now Click to apply



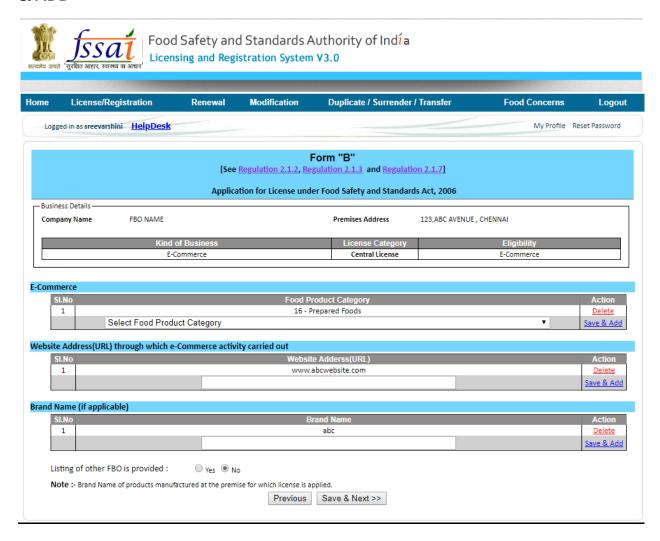
#### **Step -5:**

### Enter the Name of the company and provide the premise address

	License/Registration	Renewal	Modification	Duplicate / Surrender / 1	<b>Transfer</b>	Food Concerns	Logout
Logg	ged in as <b>sreevarshini</b> <u>He</u>	<u>pDesk</u>				My Profile Ro	eset Password
							Hel
			Fo	orm "B"			
		[See	Regulation 2.1.2, Regu	ulation 2.1.3 and Regulation	2.1.7		
		Applica	ation for License under	Food Safety and Standards	Act, 2006		
		Name of	Company/Organization	on*: FBO NAME		*	Mandatory field
			Address of Premise for	r which license is being appli	ed		
				State*	: Tamil Nad	lu 🔻	
Addre	ss* : 123,ABC AVENUE	, CHENNAI		District*  Postal Pincode *	: Chennai	•	

#### Step-6:

# Fill the **Food product category**, **website URL** and the **Brand name** and Click **Save & ADD**



#### <u>Step-7:</u>

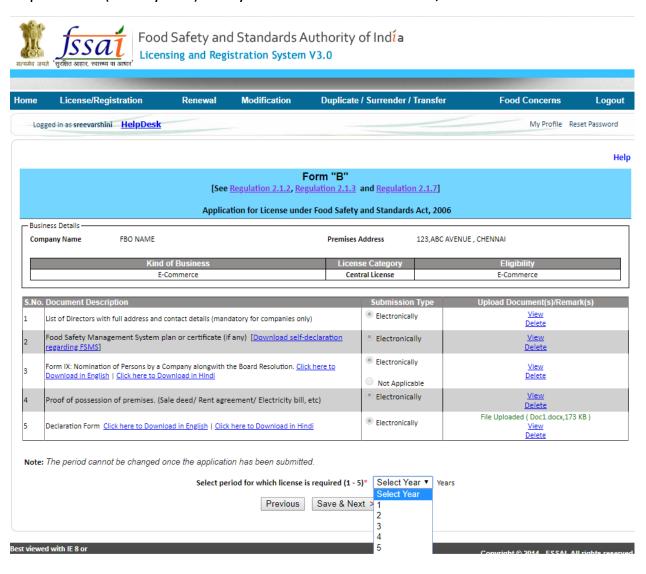
Provide the Registered office and Correspondence address.

Person in-charge for operations as well as person responsible for complying with license conditions.



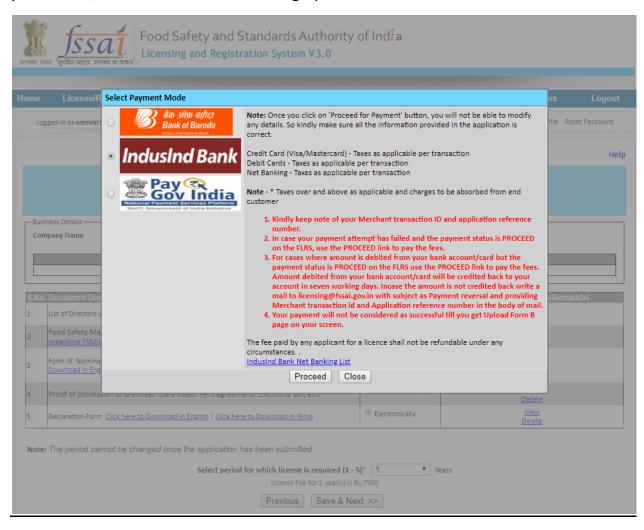
#### Step-8:

Upload the necessary documents and select the period for which the license is required for (1 to 5years) .Per year license fee is Rs.7500/-



#### Step-9a:

License fee can be paid by selecting any of the listed payment gateways and using your Debit/Credit cards or Netbanking option available.



# Step-9b:





Total Amount: Rs.	7566.97	Transaction ID: 19011614144571716012019143306
Transaction Amount: Rs Convenience Fee*: Rs. GST ( On Convenience	56.75	*Non refundable. Indicative amounts only. Please check exact amount on bank page.
Choose a payment m	ethod	Payu_is now Pay <b>U</b> `biz
Credit Card	Card Type 🌘 🚺	MasterCard
Debit Card		ISA moseculo
Net Banking	Card Number	
	Name on Card	
	CVV Number	What is CVV number?
	Expiry Date Mo	nth ▼ Year ▼
	Note: In the next step y	ou will be redirected to your bank's website to verify yourself.
		Pay Now
	or G	b back to www.fssai.gov.in
Note: Making Payme	ent on PayU is 100% safe. Your tra	saction is processed through a secure https internet connection

based on secure socket layer technology.

Security Standards Council RuPay

Norton

MasterCard. SecureCode.

VERIFIED by VISA

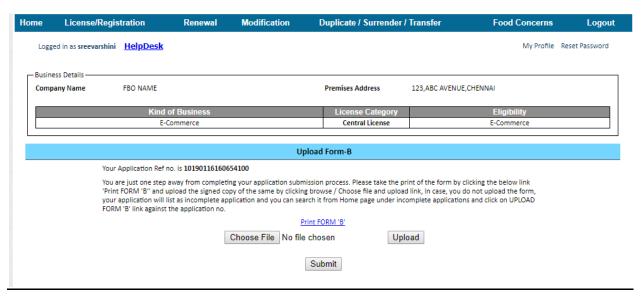
#### Step-10:

You will be able see the Payment receipt once the payment has been completed



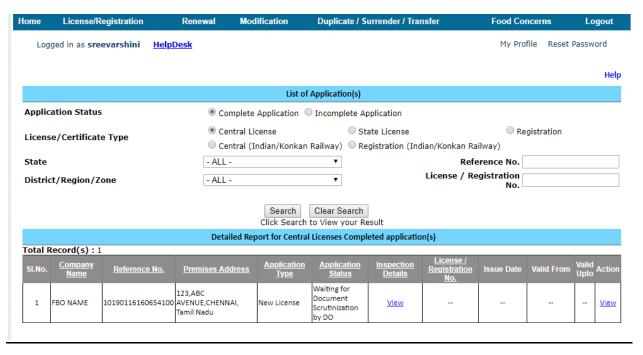
#### Step-11:

#### Now you can Upload FORM-B and Submit the application



#### Step-12:

Your Application will be processed based on the documents provided and License will be issued if the provided documents are in order



#### Step-13:

# **Issued License** will be sent to your **registered Email Id**. Also please note that **FSSAI No longer provides Hardcopy** of the License.

FSS License Number - 1001

1399 has been issued.

भारत सरकार Government of India भारतीय खाद्य संरक्षा एवं मानक प्राधिकरण Food Safety and Standards Authority of India



खाद्य संरक्षा और मानक अधिनियम, 2006 के अधीन अनुज्ञप्ति License under Food Safety and Standards Act, 2008

अनुज्ञप्ति संख्या / License Number : 1001

4399

1. अनुज्ञप्तिधारी के पंजीकृत कार्यातय का नाम और पता Name & Registered Office Address of Licensee

FBO NAME 123,ABC AVENUE,CHENNAI TAMILNADU

123,ABC AVENUE,CHENNAI TAMILNADU

 प्राधिकृत परिसरों का पता Address of Authorized Premises

e-Commerce

3. कारोबार का प्रकार / Kind of Business

5. अनुत्रप्ति का वर्ग / Category of License :

N.A.

4. डेयरी कारोबार विवरण हेतु / Dairy Business Details

Central

पड़ अनुसन्ति खाद्य संरक्षा और मानक अधिनियम, 2006 के अधीन अनुद्रत की गई और कह अधिनियम के उपक्षंत्री के अध्यादीन है जिनका अनुक्रियाची हारा अवस्य पालन किया जाना चाहिए / This license is granted under and is subject to the provisions of FSS Act, 2006 all of which must be compiled with by the licensee.



Designated Officer

स्थान / Place : Chennai खा. सं. और मा. अधि., 2008 के अधीन केंद्रीय अनुजापन अधिकारी दिनांक / Date : 19/11/2018 Central Licensing Authority under FSSA, 2008

विधिमान्यता और नवीनीकरण / Validation And Renewal

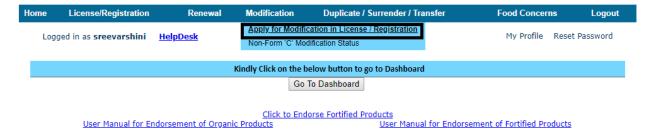
License Issue / Renewal Date		License Fee Paid	Items of Food products with capacities authorized to Manufacture/ Re-pack/ Re-label	Installed handling Capacity	Signature Of Designated Officer
19/11/2018	18/11/2023	Rs. 37500	Please refer to annexure for details.	Please refer to annexure for details	

# 2. Process for Including E-Commerce KOB in Existing License

#### Step- 1:

FBO(Food Business Operator) should click on the Modification

"Modification">>" Apply for Modification in License/Registration"

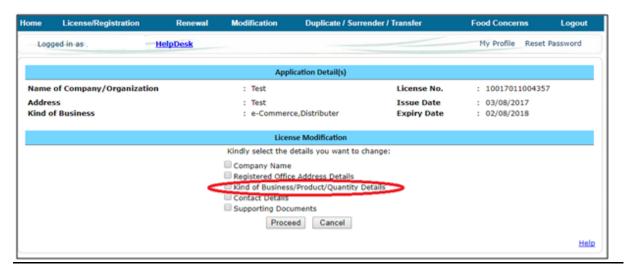


# <u>Step-2:</u> Click **Proceed** for the **Central License** for which the **Modification** is Applied for

me	License/F	Registration	Renewal	Modification	Duplicate / Surrend	der / Transfer	Food Concerns	Logout
Logg	ped in as	Н	elpDesk				My Profile Re	set Password
				List of Central	License for Modification	n		
SLNo	).	License No.	Nat	ne	Company Name	Issued date	Expiry date	Action
1	- 0	10017011004357	Pankaj Kumar	Test		03/08/2017	02/08/2018	Proceed
2		10017011004358	Pankaj Kumar	Test123		03/08/2017	02/08/2018	Proceed
					available for modificati			
					available for modificati			

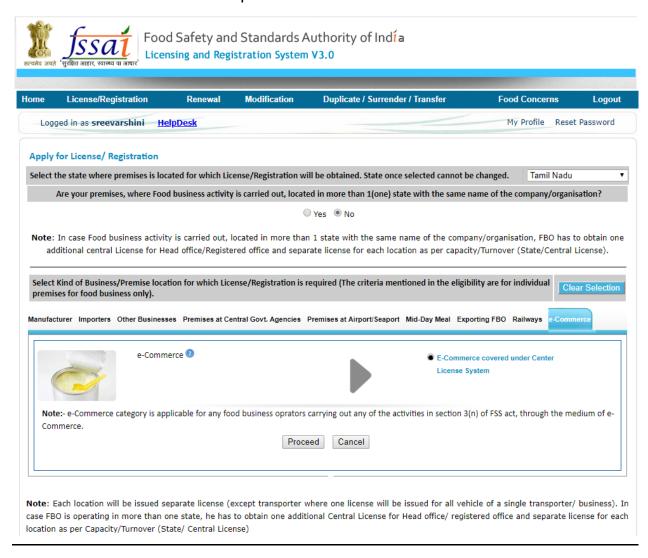
# Step-3:

Now select the **KOB option** for adding E-Commerce in your existing License and click **proceed** 



#### <u>Step-4:</u>

#### Now select the E-commerce option and click Proceed



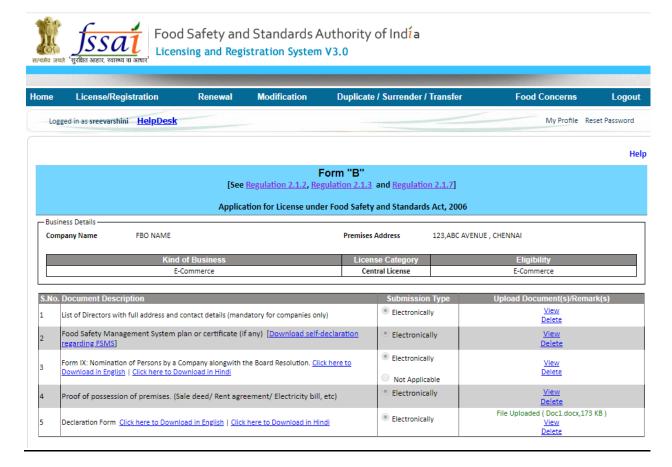
#### Step-5:

Now enter the details such as the **Food Product Category, Website** and **Brand name.** 



### Step-6

# **Upload Supporting documents** for including the E-Commerce Category

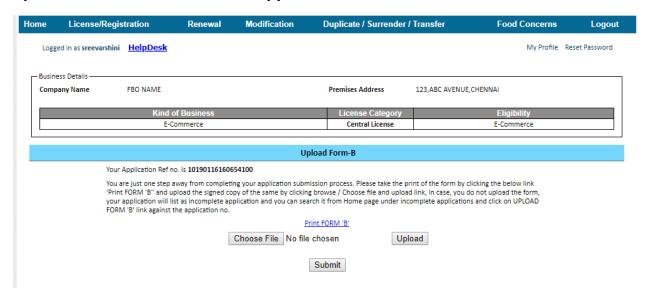


# Step-7 Once you make the Payment , You will receive the Receipt



#### Step-8:

#### **Upload Form-B and Submit the Application**



#### Step-9:

If the documents provided are in order then the license will be issued.

# License will be sent to the registered E-Mail id

FSS License Number - 1001 1399 has been issued.

> भारत सरकार Government of India भारतीय खाद्य संरक्षा एवं मानक प्राधिकरण Food Safety and Standards Authority of India



खाद्य संरक्षा और मानक अधिनियम, 2006 के अधीन अनुज्ञप्ति License under Food Safety and Standards Act, 2006

अनुज्ञप्ति संख्या / License Number : 1001:

अनुज्ञप्तिधारी के पंजीकृत कार्यातय का नाम और पता Name & Registered Office Address of Licensee

2. प्राधिकृत परिसरो का पता Address of Authorized Premises

3. कारोबार का प्रकार / Kind of Business

4. डेयरी कारोबार विवरण हेतु / Dairy Business Details

5. अनुत्रप्ति का वर्ग / Category of License :

FBO NAME

123,ABC AVENUE,CHENNAI TAMILNADU

123,ABC AVENUE,CHENNAI TAMILNADU

Retailer, e-Commerce

Central

यह अनुवृत्ति जाव संरक्ष और मानक अधिनियम, 2006 के अधीन अनुदत्त की गई और वह अधिनियम के उपकंधी के अध्यादीन है जिनका अनुवृत्तिकारी हारा अवस्य पातन किया जाना चाहिए / This license is granted under and is subject to the provisions of PSS Act, 2006 all of which must be compiled with by the licensee.



Designated Officer

खा. सं. और मा. अधि., 2008 के अधीन केंद्रीय अनुज्ञापन अधिकारी Central Licensing Authority under FSSA, 2008

Chennai दिनांक / Date : 19/11/2018

विधिमान्यता और नवीनीकरण / Validation And Renewal

License Issue / Renewal Date		License Fee Paid	Items of Food products with capacities authorized to Manufacture/ Re-pack/ Re-label		Signature Of Designated Officer
19/11/2018	18/11/2023	Rs. 37500	Please refer to annexure for details.	Please refer to annexure for details	

स्थान / Place :