User Reference Manual

Of

Food Licensing & Registration System (FLRS)
(Version 2.0)

For

Food Business Operator (FBO)
1. Login Page
Type the URL: - [http://foodlicensing.fssai.gov.in](http://foodlicensing.fssai.gov.in) and first create Username & Password. For create username you must have a valid email id. Further all information and notification intimated through only email.(as shown in Fig. a and Fig. b)
Please fill in the details below

<table>
<thead>
<tr>
<th><strong>Name of the Applicant</strong>*</th>
<th><strong>Email-ID</strong>*&lt;br&gt;<strong>To receive alert on Email</strong>*</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Company</strong>*</td>
<td><strong>Mobile No.</strong><em>&lt;br&gt;<strong>To receive alert on Mobile</strong></em></td>
</tr>
<tr>
<td><strong>Address</strong>*</td>
<td><strong>User-ID</strong>*&lt;br&gt;<strong>Password</strong>*</td>
</tr>
<tr>
<td><strong>State</strong>*</td>
<td><strong>Confirm Password</strong>*&lt;br&gt;<strong>Security Question</strong>*&lt;br&gt;<strong>Select Question</strong>*</td>
</tr>
<tr>
<td><strong>District</strong>*</td>
<td><strong>Answer</strong>*&lt;br&gt;<strong>Select Question</strong>*</td>
</tr>
<tr>
<td><strong>Postal Pin Code</strong>*</td>
<td></td>
</tr>
</tbody>
</table>

**Note:**
1. Password length should be 6 to 20 characters including at least one special character.
2. Fields marked with (*** are mandatory.
1.a) login to the system with the User Name and password created during FBO Sign up (as shown below in Fig. 1).

Fig. 1

Note:

1. In case you are not able to login, please reset your password by clicking on “Forgot Password” link OR contact support team.

2. To view the status of the online submitted application without login, enter the Application Reference No. in the text box under heading “Track Your Application Status” and click on Go.
2. Food Business Operator’s Home Page
The home page for the logged in FBO will be displayed as shown below in Fig. 2

1. To view the status of submitted applications click on “Click to View” against the heading “List of Online Submitted Application(s)"
2. To view the pending/incomplete applications click on “Click to View” against heading “List of Incomplete Application(s)"

Fig. 2

3. If Application scrutiny is completed for an application, then under heading Scrutiny “App id” will be displayed.
4. If Inspection is completed for an application, then under heading Inspection “Inspection Completed” will be displayed.
5. If License is issued for an application, then under heading License/Certificate “License/Registration Number” will be displayed.
6. To view the Acknowledgement Receipt click on “View” against that Reference No.

As shown below in Fig. 3 for Pending Applications,

Click on Proceed link to complete and submit the application.

Fig. 3

Note: To Logout from the system, click on “Logout” link.
3. 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. 4

![Fig. 4](image_url)

FBO will be re-directed to Form’A’ as shown below in fig. 5

**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).
Fig. 5
1. 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.

2. If the FBO is operating in more than One(1) state then the option Yes to be selected otherwise No.

3. If the FBO is applying for Head office/Registered office then the option Yes to be selected otherwise No.

4. Select all the kind of Businesses which are located in a single premise for which you want to apply for License.

5. For each Kind of Business selected, check the capacity/turnover for determining the eligibility for that category.

6. Click on Proceed.

After clicking on Proceed, FBO will be re-directed to below screen Fig. 6

![Fig. 6](image_url)

**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?”
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.

**Note:**

3. 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.

4. OR

5. 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.
7.1. Application for Central License

Based on Pre-check if the FBO is re-directed to Central License then the application form for Central License will appear as shown in the screen below in fig. 7

![Form for Central License](image)

Fig. 7

Fill the form details and click on PROCEED button to proceed further. FBO will be re-directed to the Details of other premises other than Head office/Registered office page as show below in Fig. 8

![Details of other premises](image)

Fig. 8
Fill the form details and click on PROCEED button to proceed further. FBO will be re-directed to the Product details page as show below in Fig. 9

![Fig. 9](image)

1. 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. 10(IF applicable).

![Fig. 10](image)

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

2. Enter the Name of all Food items which will come under the selected food category separated by comma.
3. Enter the Quantity and Incase of Processing unit Select the Kind of business from the drop down list.
4. Click on “Save & Add” button under heading Action to add the product.
5. 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. 11
After completing the section in Fig. 21 click on ‘Save & Next’ button, FBO will be re-directed to the screen as shown below in Fig. 12

**Note:** FBO has to fill in the Already Holding License Detail(s), if applying for Conversion to FSS License.
6. To submit file electronically click on ‘Choose File’ and select the file from your system and click on ‘Upload’.

7. If the soft copy of any document is not available, then select the “Submission type” as ‘Physically’ and enter your remarks.

8. If any document is not applicable for the category of business, then select “Not Applicable”.

9. Select ‘How many years (1 – 5) you want to apply’ from the drop down and proceed for the payment.

FBO will be re-directed to Payment mode selection page as shown below in Fig. 13

10. If FBO selects “Pay Online”, then FBO will be re-directed to the Payment gateway page for making license fee payment.

11. For ‘Pay via Demand Draft’ option the below screen as shown in fig. 14 will appear. For this the FBO can add multiple Demand Drafts.
12. Click on “Preview/Edit Application before Final Submission” button to preview application before final submission.

13. Enter the Demand Draft No, Issuing Bank, Branch and select the Issue Date from the calendar and then click on Submit.

License Application will be submitted successfully (Acknowledgment Receipt will be generated as shown in fig. 15) and online application will be forwarded to the respective Designated Officer. Please note down the Reference Number generated for future reference.
14. Click on “View/Print License Application” to take print out of Application (Form -B) and click on Printer icon to print the Acknowledgement Receipt.

**Note**: To modify the application details after final submission, please contact Designated Officer at address printed on the Acknowledgement Receipt.
7.2. **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. 16

![Fig. 16](image)

Fill the form details and click on PROCEED button to proceed further. FBO will be re-directed to the Product details page as show below in Fig. 17

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**Note:** Enter the Correct information as same will be printed on the License Issued by the Authority.
1. 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 shown below in Fig. 18 (IF applicable).

![Fig. 17](image)

![Fig. 18](image)

2. Enter the Name of all Food items which will come under the selected food category separated by comma.
3. Enter the Quantity in (MT/Day).
4. Click on “Save & Add” button under heading Action to add the product.
5. 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. 19.
After completing the section in Fig. 28 click on ‘Save & Next’ button, FBO will be re-directed to the screen as shown below in Fig. 20

**Note:** FBO has to fill in the Already Holding License Detail(s), if applying for Conversion to FSS License.
6. To submit file electronically click on ‘Choose File’ and select the file from your system and click on ‘Upload’.

7. If the soft copy of any document is not available, then select the “Submission type” as ‘Physically’ and enter your remarks.

8. If any document is not applicable for the category of business, then select “Not Applicable”.

9. Select ‘How many years (1 – 5) you want to apply’ from the drop down and FBO will be redirected to Payment mode selection page as shown below in Fig. 21

10. If FBO selects “Pay Online”, then FBO will be re-directed to the Payment gateway page for making license fee payment.

11. For ‘Pay via Demand Draft’ option the below screen as shown in fig. 22 will appear.
12. Click on “Preview/Edit Application before Final Submission” button to preview application before final submission.

13. Enter the Demand Draft No, Issuing Bank, Branch and select the Issue Date from the calendar and then click on Submit.

License Application will be submitted successfully (Acknowledgment Receipt will be generated as shown in below fig. 23) and forwarded to the respective Designated Officer. Please note down the Reference Number generated for future reference.

14. Click on “View/Print License Application” to take print out of Application (Form -B) and click on Printer icon to print the Acknowledgement Receipt.
7.3. Application for Registration Certificate

Based on the Pre-check if the FBO is directed to registration then the application form for registration will appear as shown in the screen below in Fig. 24.

1. The Kind of Business selected in the first page will be automatically selected. If the users want to add more business types they can select any other Kind of Business.
2. Select the designation of the business.
3. Fill Address of Premises where food business is located.
4. If the Correspondence Address is different from the Address of Premises, then choose “No” for the option “Is your Correspondence Address same as Address of Premises?” and fill the Correspondence Address details.
5. Add details of food items proposed to be manufactured or sold as shown in fig. 25

![Fig. 25](image)

6. Select the number of years for which you want to apply.
7. Select the Payment Mode and fill the details accordingly.
8. Upload photo and select and upload the type of identity proof electronically.
9. Select the type of water source that the user has.
10. After filling the application form click on Submit button to submit the application.
11. After successfully submitting the Registration application, the Application number will be generated and will be displayed as shown in the screen below fig. 26

![Fig. 26](image)