

How to apply for modification of license/registration?

Step 1: Open a web browser and search for <https://foscoss.fssai.gov.in/> Click on the green box “Modification of License and Registration Fee: Rs.1000 for License Rs.100 for Registration”

The screenshot shows the FOSCOS website interface. At the top, there are navigation tabs: Track Application, Know Your Officer, FBO Search, How to Apply, Application Processing, and License KR. The main content area has a blue background with a form for entering an Application Reference No. and a Captcha Code. The Captcha Code is 544588. To the right, there is a QR code and text promoting the 'Food Safety Connect' app. Below the form, there are five colored boxes with icons and text: 'Apply License/Registration Fee: Rs.100 to 7500 per year' (orange), 'Modification of License and Registration Fee: Rs.1000 for License Rs.100 for Registration' (green), 'Renewals Fee is same as of new License and Registration. Can be applied as early as 180 days prior to expiry date.' (blue), 'Food Consumer Grievance' (dark blue), and 'File Express Annual Return' (purple). A 'Submit' button is located below the form. The word 'Activate' is visible at the bottom right of the page.

Step 2: Log in with Application Ref No./license No./registration certificate No. to modify and proceed with the modification process

The screenshot shows the FOSCOS website with the 'User Sign-in' and 'Small (Petty) FBO Sign-In' forms. The 'User Sign-in' form is for license and registration purposes and includes fields for Password (masked with dots), a Captcha Code of 665012, and an 'Enter Captcha' field with the value 665012. The 'Small (Petty) FBO Sign-In' form is for registration purposes only and includes fields for Email-id or Mobile Number (masked with dots), a Captcha Code of 119810, and an 'Enter Captcha' field. Both forms have 'Sign-in' and 'Submit' buttons. The website header includes the FSSAI logo, FoSCoS logo, and Eat Right India logo. The footer contains navigation links: Home, About FoSCoS, FSSAI, User Manual, Login-Businesses, and Login-Authorities. The word 'Activate' is visible at the bottom right of the page.

Step 3: After Login with Application Ref No./license No./registration No. Click on the modification button in the side menu and click on apply for modification in lic/reg.

Welcome Ruchi Suri Change Password Notifications Logout A+ | A | A-

fssai FOOD SAFETY AND STANDARDS AUTHORITY OF INDIA
Inspiring Trust, Assuring Safe & Nutritious Food
Ministry of Health and Family Welfare, Government of India

FoSCoS
Food Safety Compliance System
Last Login: 03-03-2022 16:50:20

Dashboard [Pending Action](#)

Incomplete Application	Submitted Applications with Successful Payment	Reverted Application by Authority	Issued
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Incomplete Applications - License

Incomplete Applications - Registration Certificate

Activate Windows
Go to Settings to activate Windows.

- Dashboard
- License/Registration
- Renewal
- Modification
 - Apply for Modification in License / Registration**
 - Status of Non Form C Modification
- Surrender / Transfer
- Food Consumer Grievance
- Annual Return
- Inspection
- Quarterly Return for Exporters
- Audit Management
- Hygiene Management
- Help

Apply for Modification

License

Note:-
In case, your License does not get listed here for modification, you might have already applied for Modification/Renewal of License and the application will be under either incomplete or submitted application bin on the Dashboard.

SL.No.	License No./Reference No.	Company Name	Issue Date	Expiry Date	License Category	KOB	Action
No Record Found							

Previous Next

Registration Certificate

Note:-
In case, your Registration Certificate does not get listed here for modification, you might have already applied for Modification/Renewal of Registration Certificate and the application will be under either incomplete or submitted application bin on the Dashboard.

SL.No.	Registration No./Reference No.	Company Name	Issue Date	Expiry Date	License Category	KOB	Action
No Record Found							

Previous Next

Activate Windows
Go to Settings to activate Windows.

NOTE:- Select the details which you want to change. There are two types of modification as explained below: This requires complete revision, kindly see screenshot below for current version of modification.

Application Detail(s)

Name of Company/Organization: central license **License Number:** 13321999000411

Address: Branch Office : Authorized Officer, Food Safety and Standards Authority of India, Fourth Floor, BSNL TELEPHONE EXCHANGE, Manuvana, Stage -I, Vijaynagar, Adjacent to Hosahalli Metro Station, Bengaluru, Karnataka - 560040, CHANKYA PURI, New Delhi, Delhi, 560040 **Issue Date:** 28-12-2021

Kind of Business: Central Govt. Agencies - Food Catering Services in establishments and units under Central Government Agencies **Expiry Date:** 27-12-2022

License Modification

Kindly select the details you want to change:

- Company Name/Address (within same District)/Kind of Business/Production Capacity etc. (with Modification Fee of Rs. 1000 + differential fee (if any))
- Communication Details/Supporting Documents (Non-Form C modification without fee)

Proceed Cancel

- 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:

- Dashboard
- 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

- Dashboard
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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

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

- 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:

Dashboard

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 type="checkbox"/> Company Name
<input 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

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 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)	<input type="button" value="Choose File"/> No file chosen <input type="button" value="Upload"/>
2	Food Safety Management System plan or certificate (if any)	<input type="button" value="Choose File"/> No file chosen <input type="button" value="Upload"/>
3	Declaration Form	<input type="button" value="Choose File"/> No file chosen <input type="button" value="Upload"/>
4	Photo I.D and address proof issued by Government authority of Proprietor/Partner/Director(s)/Authorised Signatory.	<input type="button" value="Choose File"/> No file chosen <input type="button" value="Upload"/>
5	Proof of possession of premises. (Sale deed/ Rent agreement/ Electricity bill, etc.)	<input type="button" value="Choose File"/> No file chosen <input type="button" value="Upload"/>
6	Partnership Deed/Self Declaration for Proprietorship/Memorandum & Articles of Association towards the constitution of the firm	<input type="button" value="Choose File"/> No file chosen <input type="button" value="Upload"/>
7	Form IX: Nomination of Persons by a Company along with the Board Resolution	<input type="button" value="Choose File"/> No file chosen <input type="button" value="Upload"/>
8	Proof of Expected Annual Turnover(self-attested)	<input type="button" value="Choose File"/> No file chosen <input type="button" value="Upload"/>

Other Document

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

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.

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.

