## How to apply for Renewal?

## Through login: -

**Step 1**: After logging in, navigate to "Renewal" and select "Apply for renewal of license/registration".

	Dashboard	laaA	/ for Renewal							
	License/Registration 4	1 -1 7								
	Renewal 👻									
	Apply for Renewal of License / Registration	Licen	se							
Click	Modification 4									
here	Surrender / Transfer 🛛 🖌	SI.No.	License No./Ref. ld	Name	Company Name	Issued date	Expiry date	License Category	КОВ	Action
	Appual Patura	1	13120001000001/22001181047487225	Hemant Khurana	New Company	18-01-2020	29-02-2020	State License	View KOB	Proceed
		2	10020025000004/12001061047486808	Hemant Khurana	New Company	06-01-2020	30-01-2020	Central License	View KOB	Proceed
	Inspection 4	3	10020025000004/12001061047486807	Hemant Khurana	New Company	06-01-2020	30-01-2020	Central License	View KOB	Proceed
	Quarterly Return for Exporters									
		First F	Previous 1 Next Last							
		Regis	tration							
		SI.No.	Certificate No. / Ref. ld	Company Name	Issued date	Expiry da	te	License Category	КОВ	Action
					No Record Found					
		First F	Previous 1 Next Last							

**Step 2**: A list of issued license/registration for Renewal will appear. Click on "Proceed" against application which user wants to renew.

## Apply for Renewal

Licer	ise							
SI.No.	License No./Ref. Id	Name	Company Name	Issued date	Expiry date	License Category	ков	Action
1	13120001000001/22001181047487225	Hemant Khurana	New Company	18-01-2020	29-02-2020	State License	View KOB	Proceed
2	10020025000004/12001061047486808	Hemant Khurana	New Company	06-01-2020	30-01-2020	Central License	View KOB	Proceed
3	10020025000004/12001061047486807	Hemant Khurana	New Company	06-01-2020	30-01-2020	Central License	View KOB	Proceed
Regis	stration							
SI.No.	Certificate No. / Ref. Id	Company Name	Issued date	Expiry dat	te	License Category	КОВ	Action
			No Record Found					
Note:								

1. License(s)/Registration Certificate eligible for Renewal shall only start getting listed here 120 Days prior to expiry of License.

2. License(s)/Registration Certificate shall not get listed here for Renewal once your License(s)/Registration Certificate has expired as of today. Please submit a new application.

**NOTE:** 1.) License(s)/Registration Certificate eligible for Renewal shall only be listed 120 Days prior to expiry of License.

2.) License(s)/Registration Certificate shall not get listed here for Renewal once your License(s)/Registration Certificate has expired as of today. In that case submit a new application.

**Step 3**: User will land on Form B: Application Details page wherein following stages will be in editable/non-editable mode:

- Premises Details: Non-editable.
- Product Selection: Non-editable.
- Communication Details: All sections are editable except registered address.
- Required Documents: Documents which are mandatory can only be uploaded.
- Payment: As per year(s) selected by user.

**NOTE**: Please note that if renewal of license is applied 90 days prior to expiration then only renewal fees is charged.

Post 90 days a fine of Rs.100/day will be charged in addition to renewal fees.

**Step 4**: After making payment, a receipt will be generated with a new 17-digit registration number which can be used for future reference.

• Below receipt shows renewal of central license for two years with no fine.

Application Receipt

te : 10-01-202	12001101047487220	Reference No :
	TEN Fssai	Name of Company/Organization :
	Plot Number 89, Upper Subansiri, Arunachal Pradesh-123654	Premises Address :
	Manufacturer	Kind of Business :
	Central License[Arunachal Pradesh] [Renewal of License]	Category of License :
	Rs 15000 (2 Year(s))	License Renewal Fee :
	Rs 0 (0 Day(s))	Late Fee :
	Rs 15000	Total Fee Paid :
	Central License[Arunachal Pradesh] [Renewal of License] Rs 15000 (2 Year(s)) Rs 0 (0 Day(s)) Rs 15000	Category of License : License Renewal Fee : Late Fee : Total Fee Paid :

- Below receipt shows renewal of state license for two years with fine of Rs. 100/day.
- The total fee adds up to Rs. 5300 with renewal fee for 2 years Rs 4000 and Late fee for 13 days of Rs. 1300.

Directo U.T. सत्यमेव अवसे Lic	orate of Medical and Health Service Administrationof Dadra & Nagar Haveli (Silvassa) ensing and Registration System V3.0	<u>fssa</u> t
	Receipt	
Reference No :	22001131047487371	Date : 13-01-2020
Name of Company/Organization :	Thirteen	
Premises Address :	123 Baker Street, Dadra & Nagar Haveli, Dadra & Nagar Haveli-122016	i -
Kind of Business :	Canteen	
Category of License :	State License[Dadra & Nagar Haveli] [Renewal of License]	
License Renewal Fee :	Rs 4000 (2 Year(s))	
Late Fee :	Rs 1300 (13 Day(s))	
Total Fee Paid :	Rs 5300	
Note: FSSAI doesn't contact applicants o related cor	ver telephone for License/Registration. Queries relating to License/Registration are nplaints may be reported at helpdesk - 1800110100 and licensing@fssai.gov.in.	only raised online. License
	View/Print License Application Print Cancel	

## Through homepage:

**Step 1**: From homepage click on the box "Renewal of License and Registration Fee: Same as new Lic/Reg".



**Step 2**: Fill in the License/Registration no, validity end date and captcha code and click on "Submit".

License/Registration Details
Type:  Cicense  Registration
License/Registration No.
Validity End Date
512242 🖏
Submit Back
NOTE :-
<ol> <li>Express Renewal Facility has been provided to file renewal application. For replying to the queries raised on the application, you must possess user id.</li> </ol>
and password.
2. No change information is allowed during express renewal.
If you want to change information regarding contact detail and form ix
person you need to me renewal application by rogin into your account.

Step 3: Click on "Proceed".



**Step 4:** Form B will open wherein user can upload the documents, select the year(s) for which license is required and choose payment method to move forward with the application.

Premises Add	fress: XYZ, Bicholim , North Goa, Goa, 1111	11	Company Name: ABC Manufacturer
Kind of Busi	ness	License Category	Eligibility
SI. No.	Document Description	Upload Document(s) (Max	File Size:2MB,type:pdf,jpeg,jpg,png)
Other Do	ocument		
SI. No.	Document Description	Upload Document(s)	(Max File Size:2MB,type:pdf,jpeg,jpg,png)
	(e.g. Proof of premise,NOC by Municipality/Panchayat,Health NOC,etc.	Choose File No file Upload	: chosen
Note: The p	select Year   Select Year   Select Year   Select Year   Select Year	on has been submitted.	
<ul> <li>I/We det</li> <li>I/We appli</li> <li>I/We there</li> <li>Our Busin</li> <li>I/We</li> <li>Expe Licer</li> <li>I/We</li> </ul>	e have read, understood and shall abide all pr icable to declared food business. e have food safety plan to ensure that article eunder. facility shall comply with the general hygien nesses) Regulations, 2011. e shall abide with all conditions of License. ected capacity of the business is to the best of nse changes. e will be responsible for Permissions/No Obje	rovisions of FSS Act,2006 and Rules, Regulations s of food mentioned in form satisfy the requite a and sanitary requirements as mentioned in of my knowledge. I/We will modify our Licens action Certificates from other Govt. bodies w	ons made therein and orders issued from time to time rements of FSS Act 2006 and Rules and Regulations made the Schedule 4 of the FSS (Licensing and Registration of Food se as and when our eligibility in the mentioned criteria for herever required.
l do hereby	v solemnly affirm and declare that all informa	ation and particulars furnished here by me ar	e true and correct to the best of my knowledge.
		Previous Save & Next	

**Step 5:** After successfully completing the payment, a receipt will be generated with a 17-digit reference number which can be used for future reference.

Application Receipt

	Receipt	
Reference No :	12001231047487822	Date : 23-01
Name of Company/Organization :	New India Company Fssai	
Premises Address :	ABC License Expired, North Goa, Goa-123323	
Kind of Business :	Storage (Except Controlled Atmosphere and Cold)	
Category of License :	Central License[Goa] [Renewal of License]	
License Renewal Fee :	Rs 7500 (1 Year(s))	
Late Fee :	Rs 3100 (31 Day(s))	
Total Fee Paid :	Rs 10600	
Total Fee Paid :	Rs 10600	

**Step 6:** User can track the status of application through the Homepage i.e. foodlicensing.fssai.gov.in

