



Directorate of Food & Drugs Administration

Government of Goa

Dhanwantari, Opp. Shrine of the Holy Cross, Bambolim - Goa - 403 202

No. DFDA/FSSA/GOA/MISC/98(186)/2022-23/(Vol.VI)/3693 Dated: 28/07/2022

CIRCULAR

In furtherance of "Ease of doing business" the documents required to be submitted by Food Business Operators (FBO) for the purpose of obtaining Registration Certificate or License under the Food Safety and Standards act from this Directorate are rationalized as under;

A) Documents for issue of Registration Certificate:-

- 1) Photo of Applicant
- 2) Government issued Photo ID such as Adhar Card, Pan Card, Voter ID etc. (any of the above document)
- 3) Proof of Address of Business Activity (if address is other than as mentioned in Photo ID Card)
*except for slaughter houses and meat processing unit, NOC from local body will be the additional document as mandated under the Act.

B) For Grant of License:-

a) General Documents

- 1) Latest passport size photograph of the Applicant
- 2) Identification proof like Voter ID Card, Adhar Card (any of the above document)
- 3) Proof of possession of premise such as ownership document/license agreement/electricity bills etc. (any of the above document)
- 4) Partnership deed/self-declaration of proprietorship/Memorandum and articles of association etc.; as applicable, in case of company Form IX : Nomination of person as per clause 2.5.1 of FSS Rules, 2008 (nomination not applicable in case of proprietor)

b) List of additional specific documents related to specific type of food business activity.

Food Services such as Hotels/Restaurants, Food Vending Establishments, Club/Canteen or any other prepared food establishments	PWD Water bill. In case of other source .Water potability test report
Transporters	1. List of Vehicle Registration Certificates
Manufacturer/Processor	1. Blueprint/layout plan of the processing unit showing the dimensions in metres/square metres and operation-wise area allocation and Production unit photographs 2. PWD water bill. Incase of other source of water potable report (Not applicable if water is not being used as ingredient)

Dairy Processing	Source or procurement plan for milk
Meat Processing	1. Source of raw material 2. NOC from Municipal Corporation/ Panchayat
Slaughter House	NOC from Municipal Corporation/Panchayat
Relabellers and Repackers	NOC from Manufacturers Repackers shall upload NOC from Manufacturers as a separate documents in Other Document Section.
Nutraceuticals	Product Specification (ingredients as per applicable Schedule) of each product mentioning the purity criteria adopted for ingredients of Nutraceutical and health supplement products as per the prescribed format
Packaged Drinking Water	BIS Certificate

C. Renewal of License for all Kind of Business:-

1. Updation of details of Nominee (Form IX) – if there is change in Nominee.
2. Food Safety Management System (FSMS)

Documents Required for modification of License for all Kind of Business

1. Supporting document for the purpose of the modification on the letter head.



(Jyoti J. Sardesai)

Director of Food and Drugs Administration
& Commissioner, Food Safety, Goa

Copy to:

1. All concerned Food Business Operators
2. All Food Safety Officials of FDA Goa

Cc

1. FDA website
2. PA to secretary (Health)
3. Secretary –(IT)
4. OSD to Chief Secretary

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