

May 2021

Subject : Mandatory online submission of Annual return by Food Business  
from 2020-21 in FoSCoS portal- Guidelines -Reg

Dear Sir/Ma'am

Your attention is invited to Sec. 2.1.13 of Food Safety and Standards (Licensing and Registration) Regulation, 2011 which provides for following

1. Every manufacturer and importer who has been issued a license has to submit annual return (D1) on or before 31<sup>st</sup>May of each year \*\*
2. **Sec. 2.1.13 (3) of FSS (L&R) Regulations, 2011**, *"if the company fails to file for the annual return within the stipulated time frame then a fine of Rs100/ day will be imposed on them every day and it will keep on increasing till the date they don't file annual return"*.
3. Further Sec. 96 of the FSS Act 2006, *"A penalty imposed under this Act, if it is not paid, shall be recovered as an arrear of land revenue and the defaulter's license shall be suspended till the penalty is paid"*.
4. Recently FSSAI launched its cloud based, new food safety compliance online platform called Food Safety and Compliance System (FoSCoS). It will replace the existing Food Licensing and Registration System (FLRS). FoSCoS is conceptualized to provide one point stop for all engagement of an FBO with the department for any regulatory compliance transaction. It is single regulatory platform enable pans India integrated response system ensure an advanced risk based, data driven regulatory approach.
5. The new FoSCoS offering licensing, registration, inspection, audit and module for filing online Annual Return. This approach will eliminate the postal delay, preserve dispatch/receipt proofs and disputes regarding submission of returns.
6. **Hence, you are directed to submit the annual return through Food Safety Compliance System ( FOSCOS ) on time.**
7. Please logon to FOSCOS in the following link <https://foscossasai.gov.in/> and file annual return every year.
8. It is informed that the timeline for submission of online Annual Return through FoSCoS has been extended till 30th June 2021 (As per FSSAI order no- No. 15 (6)2020/FLRS/RCD/FSSAI).
9. If any problem persists please send a mail to us

**Yours Sincerely**



**Subburaj M.**

Central Licensing Authority under FSS Act 2006  
7012304998

1. Please log into the website with your respective user id and password : foscoss.fssai.gov.in

**User Sign-in**  
(For License and Registration Purpose)

Username: Test@123

Password: .....

179189

Enter Captcha: 179189

Sign-in Back

Forgot Username/Password | Sign Up

**Small (Petty) FBO Sign-In!**  
(For Registration Purpose only)

Email-ID or Mobile Number: 789464

Enter Captcha

Submit Back

View all Eligibility Criteria Details

2. After login the below dash-board will be displayed in your system:

Dashboard [HelpDesk](#)

License/Registration  
Renewal  
Modification  
Surrender / Transfer  
Food Consumer Grievance  
Annual Return  
Inspection  
Quarterly Return for Exporters  
View SMS/EMAIL History  
Audit Management  
Hygiene Management  
Search Console - Master Reports

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

Incomplete Applications - License

Incomplete Applications - Registration Certificate

- Then click on the “ Fill Annual Return” option under the “ Annual Return” tab on the left hand side : Then click on the proceed option. Under the action tab against particular company from the SI.no displayed on the right hand side. (Separate return has to be filed for every license issued under the Regulations, irrespective of whether the same Food Business Operator holds more than one license.)

Dashboard

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### Issued License

License No.  License Category

State  District

S.No.	Company Name	Reference No./License No.	Address	License Category	Kind of Business	Valid From	Valid Upto	Action
1	sdgrfg	10210305102148829/ 10021031000002	sdgrfg, Coochbehar, West Bengal, 452452	Central License	<a href="#">View KOB</a>	05-03-2021	01-05-2021	<a href="#">Proceed</a>
2	siflwf	10210219102148807/ 10021031000003	wlkriufiowre, Kolkata, West Bengal, 736487	Central License	<a href="#">View KOB</a>	05-03-2021	01-05-2021	<a href="#">Proceed</a>
3	therthdfgh	10210218102148804/	dfgbdhdfh, Kolkata, West Bengal,	Central License	<a href="#">View KOB</a>	19-02-2021	01-05-2021	<a href="#">Proceed</a>

- As you click proceed button, below page will be displayed: then click on the “File Annual Return option”- marked in red color.

Dashboard

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Annual Return

Fill Annual Return

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### Annual Returns

Name of Company/Organization : siflwf License No. : 10021031000003

S.No.	Annual Year	Date	Status	Action
1	2020-2021	N/A	Pending	<a href="#">File Annual Return</a>

5. Then fill all the points as asked by the system and click on submit button to complete the process of filling annual return(D1) :

Dashboard

License/Registration

Renewal

Modification

Surrender / Transfer

Food Consumer Grievance

Annual Return

**Fill Annual Return**

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### Fill Annual Return Form Details

**Form "D-1"**  
Annual Return  
[\[See Regulation 2.1.13\]](#)  
2020-2021

Fields marked with \* are mandatory  
 Note: Wherever figures vary over the reported period or is not available for the licensed premises, an indicative average figures may be filled, on best available data basis.  
 Note: All documents shall be self-attested by the Authorised Signatory/Proprietor/Owner before uploading.

Do You Want To Submit Nil Annual Return  Yes  No

**PART A: GENERAL INFORMATION**

Name and address of Licensee	siflwf wikrieufouwre,Kolkata,West Bengal,736487
Address of the authorized premises for the manufacturing / Re-Packing of food products:	wikrieufouwre, Kolkata, West Bengal, 736487
License No.:	10021031000003
Kob Endorsed.:	Manufacturer - General Manufacturing

10.

a. No. of Consumer Grievance Received during FY(2020-2021)

b. No. of Consumer Grievance Resolved during FY(2020-2021)

**Part C: KOB specific data (Please fill applicable parts)**

III. Manufactures/Processors **other than Slaughtering houses and Meat Processing units**

1. Capacity/Production Details:

S.No.	Food Product Category *	Sub Food Product Category *	Product *	Kind Of Business *	Action
	<input type="text" value="Please Select One"/>	<input type="text" value="Please Select One"/>	<a href="#">Add/Edit Product</a>	<input type="text" value="Select"/>	<a href="#">Add</a>

2. Installation Capacity:

3. Provide License number of Major FBOs (Source of Raw Materials):

S.No.	Name of the FBOs (as in License/Registration)	License/Registration No	Action
	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>	<a href="#">Add</a>

4. Attach Potable Water Test Report -

a. For the period of Apr- Sep:  No file selected.

b. For the period of Oct-Mar:  No file selected.

5. Do you have internal laboratory:  Yes  No

6. Any Change in Location and installed capacity of Milk Chilling Centres/Bulk Milk Cooling Centres/Milk Processing/ Packaging unit/Milk Collection Centres owned or managed, only in case of Milk and Milk Products Manufacturers ( Applicable for Dairy Units)  Yes  No

7. Use of Edible Oil per day for the purpose of frying (in litres):

-----THANK YOU-----

Prepared By: **SUBBURAJ.M** DEPUTY DIRECTOR/CENTRAL LICENSEING AUTHORITY/AUTHORISED OFFICER  
**SUDIPTO HAZRA - IT MANGER CENTRAL AND STATE LICENSE**