

KOB wise Required Documents

Kind of Business Group

Trade/Retail



Kind of Business

Retailer


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S.No	Required Documents
1	List of Directors/Partners/Proprietor/ExecutiveMembers of Society/Trust with full address and contact details with nomination of authorized signatory * View Sample Document (/public/assets/docs/sample_docs/112_203_List_of_Director_Partner_Proprietor_Executive_Member.pdf)
2	Photo I.D and address proof issued by Government authority of Proprietor/Partner/Director(s)/Authorised Signatory. View Sample Document (/public/assets/docs/sample_docs/208_Proof-of_Identity_of_applicant_issued_by_Government_Authority.pdf)
3	Proof of possession of premises. (Sale deed/ Rent agreement/ Electricity bill, etc.) View Sample Document (/public/assets/docs/sample_docs/209_507_Proof_of_possession_of_premises.pdf)
4	Partnership Deed/Self Declaration for Proprietorship/Memorandum & Articles of Association towards the constitution of the firm / Copy of certificate obtained under Coop Act-1861/ Multi State Coop Act-2002 in case of Cooperative View Sample Document (/public/assets/docs/sample_docs/211-_Partnership_deed_Self_Declaration.pdf)
5	Form IX: Nomination of Person as per Clause 2.5of FSS Rules, 2008 (Not applicable in case of Proprietor) Click here to Download Sample Document in English (assets/docs/FORM_IX.pdf) Click here to Download Sample Document in Hindi (/public/assets/docs/Form IX- Hindi.pdf) *
6	Annual audit report/FSMS Plan/Certificate/Self Declaration regarding FSMS [Download self-declaration regarding FSMS (assets/docs/DeclarationRegardingFSMSPlan.pdf)]
7	Declare the compliance as per inspection checklist [Read Inspection Checklists in other languages (https://www.fssai.gov.in/cms/inspection-matrices.php)] *