

# FPO Post Registration: Process and Checklist for Licenses

**Disclaimer:** This publication contains information in summary form and is therefore intended for general guidance only. It is not intended to be a substitute for detailed research or the exercise of professional judgment.

## List of Abbreviations:

APMC	Agricultural Produce Market Committee
CAF	Common Application Form
CBDT	Central Board of Direct Taxes
DGFT	Directorate General of Foreign trade
DoB	Date of Birth
DoI	Date of Incorporation
DSC	Digital Signature Certificate
eNAM	Electronic National Agriculture Market
FBO	Food Business Operators
FPO	Farmer Producer Organization
FSSAI	Food Safety and Standards Authority of India
IEC	Importer Exporter Code
ISO	International Organization for Standardization
KYC	Know Your Customer
LLP	Limited Liability Partnership
MoA	Memorandum of Association
MoA&FW	Ministry of Agriculture and Farmers Welfare
NOC	No Objection Certificate
NPOP	National Program for Organic Production
OPC	One-person company
PAN	Permanent Account Number
TMR	Trademarks Registry

## Glossary:

Terms	Definition
<b>Certification</b>	An official document which verifies the characteristics of an object, person or organization
<b>Farmer Producer Organization (FPO)</b>	A group of farm producers who become the shareholders in the organization and work collectively for obtaining benefits
<b>Organic</b>	Produce or production without the use of chemicals, fertilizers or artificial chemicals
<b>Power of attorney</b>	A written authorization to allow the agent dealing with RoC to make corrections in MoA and AoA
<b>Reserve Unique Name (RUN) form</b>	A web service for reserving name of a new company
<b>Trademark</b>	A recognizable sign or design which identifies products or services of one enterprise from those of other enterprise

**Introduction:**

This document comprises of the steps/procedures required post FPO registration to obtain various licenses based on the business operations undertaken by the FPOs/FPCs.

**Checklist for Licences post FPO registration:**

S#	Registration / Licences	Description	Remarks
1	Shop Establishment Registration	To enable 'ease of doing business in Uttar Pradesh' through facilitating the entrepreneurs with the electronic based transparent system for online submission and tracking of applications including online fee  Contact details: <a href="http://uplabour.gov.in/DynamicPages/Directory.aspx">http://uplabour.gov.in/DynamicPages/Directory.aspx</a>	Online access, document submission & processing of application forms  Submitted and approved online at <a href="http://www.niveshmitra.up.nic.in/Default.aspx">http://www.niveshmitra.up.nic.in/Default.aspx</a>
2	eNAM Registration	National Agriculture Market (eNAM) is a trading portal which links the existing APMC mandis to create a unified national market for agricultural commodities	Submitted and approved online at <a href="http://enam.gov.in/NAMV2/home/other_register.html">http://enam.gov.in/NAMV2/home/other_register.html</a>
3	FSSAI Registration	Food Licensing and Registration System is an online application launched by FSSAI to facilitate FBOs in India to apply for License/Registration Certificate and track their applications <sup>1</sup>  Food Safety Commissioner Dept. of Food Safety & Drug Administration Government of Uttar Pradesh 9, Jagat Narain Road	Submitted and approved online at <a href="https://foodlicensing.fssai.gov.in/index.aspx">https://foodlicensing.fssai.gov.in/index.aspx</a>

<sup>1</sup> [https://foodlicensing.fssai.gov.in/about\\_flrs.aspx](https://foodlicensing.fssai.gov.in/about_flrs.aspx)

		Uttar Pradesh - 226018	
4	Trademark Registration	Contact details of Patent Office: <a href="http://www.ipindia.nic.in/contact-us-patents.html">http://www.ipindia.nic.in/contact-us-patents.html</a>	Submitted and approved online at <a href="https://ipindiaonline.gov.in/trademarkefilin g/user/frmLoginNew.aspx">https://ipindiaonline.gov.in/trademarkefilin g/user/frmLoginNew.aspx</a>
5	Organic Certification	Uttar Pradesh State Organic Certification Agency Government Garden Campus, Cariyappa Road Alambagh, Lucknow-226005  Phone: 0522-2451256 Fax: 0522-2451639 Mob: +91-7991202001, 7991202002, 7991202027 Email: upsoca.org@gmail.com	<a href="http://www.upsoca.org/index.html">http://www.upsoca.org/index.html</a>
6	Export Registration	Directorate of Industries, Grand Trunk Road Kanpur, Uttar Pradesh  Phone: +91(512) 2218401, 2234956 Email: dikanpur@nic.in, dikanpur@gmail.com	Link for application process: <a href="https://diupmsme.upsdc.gov.in/doc/UPDI_applicant_Instructions.pdf">https://diupmsme.upsdc.gov.in/doc/UPDI_applicant_Instructions.pdf</a>  Submitted and approved online at <a href="https://coo.dqft.gov.in/">https://coo.dqft.gov.in/</a>
7	<ul style="list-style-type: none"> <li>Seed Dealer License</li> <li>Manufacture's License</li> <li>Pesticide Dealer/Manufacture License</li> <li>Fertilizer Dealer/Manufacture License</li> </ul>	For Application Form/User Guidelines/Declaration Form Formats go to: <a href="http://103.218.228.148:81/agrilic/#/">http://103.218.228.148:81/agrilic/#/</a>  Submitted and approved online	

**Steps undertaken for Shop Establishment Registration:**

- Go to Niveshmitra website (<http://www.niveshmitra.up.nic.in/Default.aspx>)
- Fill the entrepreneur registration form for online submission and tracking of applications including online fee payment

**Salient Features of Nivesh Mitra:**

- An entrepreneur friendly application to enhance ease of doing business in U.P.
- Transparent, unified, one-stop solution for investor onboarding & time bound delivery of services
- Online access, document submission & processing of application forms for setting up of industries/enterprises
- Provision of Common Application Form (CAF) for applying to pre-establishment and pre-operation clearances/approvals

**Steps undertaken for eNAM Registration:****For Farmers:**

- User can register by Clicking <http://www.enam.gov.in/web>
- Or visiting [http://enam.gov.in/NAMV2/home/other\\_register.html](http://enam.gov.in/NAMV2/home/other_register.html) in Registration Page
- Select “Registration Type” as “Farmer” and select the desired “APMC”
- Provide your correct Email ID as you will receive Login ID and Password in the same
- Once successfully registered you will receive a Temporary Login ID & Password in the given e-mail
- Login to the dashboard by clicking profile icon on [www.enam.gov.in/web](http://www.enam.gov.in/web) through the system
- User will find a Flashing Message on the dashboard as: “Click here to register with APMC”
- Click on the Flashing Link which will redirect you to Registration Page for filling/updating details
- It will be sent for Approval to your selected APMC after KYC is completed
- After successful login to your dashboard you will be able to see all APMC address details
- After successful submission user will receive an e-mail confirming the submission of application to concerned APMC with status of the application as Submitted/In progress—approved—Rejected
- Once approved by APMC, you will receive eNAM Farmer Permanent Login ID (ex: HR866F00001) and Password for complete access on eNAM platform on the registered e-mail id
- Or you can contact to your respective Mandi/APMC for the same

**For FPOs/FPCs:**

- FPOs/FPCs can register on e-NAM Portal via website - [http://enam.gov.in/NAMV2/home/other\\_register.html](http://enam.gov.in/NAMV2/home/other_register.html)
- FPOs/FPCs can also register on e-NAM Portal by providing following details at nearest eNAM mandi:
  - Name of FPOs/ FPCs
  - Name, address, email Id and contact no. of authorized person (MD/CEO /Manager)
  - Bank account Details (Name of Bank, Branch, Account no. IFSC Code)

**Steps undertaken for FSSAI Registration:**

<b>Requirements</b>	<b>Central Licensing</b>	<b>State Licensing</b>	<b>Registration</b>
<b>Eligibility</b>	<p>FSSAI has laid down eligibility criteria for Food Business Operators (FBOs). The same can be accessed through the below mentioned link:  <a href="https://foodlicensing.fssai.gov.in/central_eligibility.html">https://foodlicensing.fssai.gov.in/central_eligibility.html</a></p> <p><b>Form B</b> - Application for License / Renewal of license except importing under Food Safety and Standards Act, 2006:  <a href="https://foodlicensing.fssai.gov.in/pdf/form_b.pdf">https://foodlicensing.fssai.gov.in/pdf/form_b.pdf</a></p>	<p>List of eligibility criteria and documents can be accessed through the below mentioned link.  <a href="https://foodlicensing.fssai.gov.in/PDF/SearchYourBusinessHereEligibilityCriteriaforFBOs.pdf">https://foodlicensing.fssai.gov.in/PDF/SearchYourBusinessHereEligibilityCriteriaforFBOs.pdf</a></p> <p><b>Form B</b> - Application for License / Renewal of license except importing under Food Safety and Standards Act, 2006:  <a href="https://foodlicensing.fssai.gov.in/pdf/form_b.pdf">https://foodlicensing.fssai.gov.in/pdf/form_b.pdf</a></p>	<p>List of eligibility criteria and documents can be accessed through the below mentioned link.  <a href="https://foodlicensing.fssai.gov.in/PDF/SearchYourBusinessHereEligibilityCriteriaforFBOs.pdf">https://foodlicensing.fssai.gov.in/PDF/SearchYourBusinessHereEligibilityCriteriaforFBOs.pdf</a></p> <p><b>Form A</b> - Application for Registration / Renewal of Registration under Food Safety and Standards Act, 2006  <a href="https://foodlicensing.fssai.gov.in/pdf/Form_A.pdf">https://foodlicensing.fssai.gov.in/pdf/Form_A.pdf</a></p>
<b>Fee Structure</b>	<p>Payment shall be made through online transfer  <a href="https://foodlicensing.fssai.gov.in/central_fees_structure.html#about-tab">https://foodlicensing.fssai.gov.in/central_fees_structure.html#about-tab</a></p>	<p>Payment shall be made by the FBO through treasury challan or cash for both State License and Registration Certificate. The fee structure for New/Renewal/Modification of License, duplicate license and fees for registration certificate can be accessed through the link below.  <a href="https://foodlicensing.fssai.gov.in/fees_structure.html#about-tab">https://foodlicensing.fssai.gov.in/fees_structure.html#about-tab</a></p> <p>Details of Treasury Challan payment option:  Major head – 0210  Sub major head – 00.04  Group sub head – 800</p>	<p>Payment shall be made by the FBO through treasury challan or cash for both State License and Registration Certificate. The fee structure for New/Renewal/Modification of License, duplicate license and fees for registration certificate can be accessed through the link below.  <a href="https://foodlicensing.fssai.gov.in/fees_structure.html#about-tab">https://foodlicensing.fssai.gov.in/fees_structure.html#about-tab</a></p> <p>Details of Treasury Challan payment option:  Major head – 0210  Sub major head – 00.04  Group sub head – 800</p>

		DDO code – 205330 Bank branch code – bkdn0240250	DDO code – 205330 Bank branch code – bkdn0240250
<b>Document Required</b>	The list of documents to be enclosed for New/Conversion/Renewal & Modification of applications can be accessed through the below mentioned link. <a href="https://foodlicensing.fssai.gov.in/central_document_list.html#about-tab">https://foodlicensing.fssai.gov.in/central_document_list.html#about-tab</a>	The list of documents to be enclosed for New/Conversion/Renewal & Modification of applications can be accessed through the below mentioned link. <a href="https://foodlicensing.fssai.gov.in/state_document_list.html#about-tab">https://foodlicensing.fssai.gov.in/state_document_list.html#about-tab</a>	The list of documents to be enclosed for New/Conversion/Renewal & Modification of applications can be accessed through the below mentioned link. <a href="https://foodlicensing.fssai.gov.in/state_document_list.html#about-tab">https://foodlicensing.fssai.gov.in/state_document_list.html#about-tab</a>
<b>Contact Details</b>	Food Safety and Standards Authority of India Ministry of Health and Family Welfare of India Hall No.3, Floor No. 9 Kendriya Bhavan, Sector-H Aliganj Lucknow – 226024 Telephone: 0522-2336399 Email: dolucknow@fssai.gov.in	Food Safety Commissioner Dept. of Food Safety & Drug Administration Government of Uttar Pradesh 9, Jagat Narain Road Uttar Pradesh - 226018	Food Safety Commissioner Dept. of Food Safety & Drug Administration Government of Uttar Pradesh 9, Jagat Narain Road Uttar Pradesh - 226018
<b>Remarks</b>	N/A	License Applications will be rejected if the FBO do not respond to the clarifications in the online system within 30 days	License Applications will be rejected if the FBO do not respond to the clarifications in the online system within 30 days
Detailed manual on 'How to Apply' can be accessed through the following web link - <a href="https://foodlicensing.fssai.gov.in/PDF/FAQN%20howtoapply.pdf">https://foodlicensing.fssai.gov.in/PDF/FAQN%20howtoapply.pdf</a>			

## Steps undertaken for Trademark Registration<sup>2</sup>

The Head Office of the Trademarks Registry is at Mumbai and branch offices are at Ahmedabad, Chennai, Delhi and Kolkata.

- Choose a trademark to represent the company. Cross check if it is similar to an already registered mark by visiting website of Controller General of Patents, Designs and Trademarks
- An option is to hire a legal service as cost will be lesser if the trademark is objected
- Application Fee for an Individual/Start-up/Small Enterprise is INR 5000 for physical filling and 4500 for e-filing. For all other cases, the fee is INR 10,000 and INR 9000 respectively
- For physical filling, fill the form and it has to be submitted personally to the office as per the business place territory. Acknowledgement receipt is received in 15-20 days
- For online filling, visit <https://ipindiaonline.gov.in/trademarkefiling/user/frmLoginNew.aspx> after which acknowledgement receipt is received instantly
- An allotment number is generated after confirmation of application submission for checking progress of the application which takes 18-24 months
- After trademark is approved, a trademark registration certificate is issued

## Document Required (online submission):

- Business Registration Proof (indicating type of company)
- Identity proof of company's director
- Address proof
- Soft copy of the trademark
- Power of attorney to be signed by the applicant

## Steps undertaken for Organic Certification:

The certifying agency for organic produce in Uttar Pradesh is UP State Organic Certification Agency (UPSOCA)<sup>3</sup>.

- Application is received from farmer/s by any accredited organic certification body
- The certification body provides standards and operational documents to farmer(s)
- There is an agreement of roles and commitments between the farmer(s) and the body
- Demand of fees by accredited body
- Document audit
- Regular Field inspection by internal quality system manager and external inspector and documentation of the same
- Compliance verification through inspection and audits
- Preparation of reports by the field inspector and review by reviewing body
- Decisions on certification
- Organic certificate for any produce is valid for 3 years only. It must be renewed after expiry of three years

**Please note:** The certification steps will vary according to the certifying agency selected by the applicant/s.

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<sup>2</sup> <https://cleartax.in/s/trademark-registration-procedure-india/>

<sup>3</sup> <http://www.upsoca.org/index.html>

## Steps undertaken for application and registration process for Exporters<sup>4 5</sup>:

- Documents requirement for filing a fresh IEC application
  - Address proof
  - Banker Certificate/Cancelled cheque
  - A valid PAN
- Before starting the application, following points to be kept in mind:
  - Exporter must have the DSC containing IEC available with them and install the DSC software in the system available in the digital key
  - Must install Java in the system if not available using any web browser (Chrome, Mozilla Firefox, Internet Explorer etc)
  - After installing java, go to the program menu and search “configure java” and open
    - Redirect to Security
    - Edit site list
    - Click Add
    - Type “ <https://coo.dgft.gov.in/> ” and click Add
    - Click Ok.
- Open the browser and enter the URL as “ <https://coo.dgft.gov.in/> ”
- On the Directorate General of Foreign trade (DGFT) website under Quick links select ‘Apply for New IEC/Modify existing IEC’
- Enter PAN and press Search Button. Then system will prompt for the following:
  - Name of Company
  - Date of Birth/Incorporation (DOB/DOI)
- After entering above given details the system will verify your name, DOB/DOI from the CBDT PAN Web Server and then it will direct to DGFT- IEC application enabling you to file for fresh IEC application
- Link for application process:  
[https://diupmsme.upsdc.gov.in/doc/UPDI\\_applicant\\_Instructions.pdf](https://diupmsme.upsdc.gov.in/doc/UPDI_applicant_Instructions.pdf)

### ***Please note the following:***

- *Enter the name and DOB/DOI correctly, incorrect entry will lead to authentication failure on the PAN server site*
- *For important guidelines, eligibility condition and details, please visit:*  
<https://diupmsme.upsdc.gov.in>

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<sup>4</sup> <https://coo.dgft.gov.in/manuals/Exporter-Manual.pdf>

<sup>5</sup> <http://dgft.gov.in/sites/default/files/FAQ07082018.pdf>